



MEMO

To: Facility CFO

From: John Baker, Controller, HealthTrust
Kristi Hancock, Assistant Controller, HealthTrust

CC: Michael Berryhill, COO, HealthTrust

Subject: Expense Reimbursement for Advisory Boards Meetings

Note to Board Member: This Reimbursement Information will help you clarify how to be reimbursed for miscellaneous expenses.

Dear Sir or Madam:

HealthTrust assumes financial responsibility for your employee's incurred travel expenses related to their attendance at HealthTrust's Advisory Board meetings. HealthTrust sponsors Advisory Boards representing the following areas: Cardiovascular, Food & Nutrition, Information Technology, Laboratory, Supply Chain, Pharmacy, Radiology, Surgical, Facility Infrastructure, Nursing, Physician, and various Specialty Committees.

Please follow the detailed instructions below to assure proper reimbursement to your facility.

- ❖ Submit the completed expense report to your facility in accordance with the current expense report policy at that facility. *If you are an HCA employee please reference the HCA Travel Reimbursement Policy.*
 - Travel expenses must have an appropriate business purpose and be reasonable. Excessive charges will require additional supporting documentation and may be denied.
 - Your facility should pay for expenses that were not *direct billed* to HealthTrust.
 - Airfare must be booked using the HealthTrust designated travel agency, BCD Travel (Toll Free number: 800-892-4188).
 - Most advisory board hotel rooms will be booked by a rooming list directly with the hotel. This will help ensure that the airfare and hotel rooms are *charged* to HealthTrust.
- ❖ Each facility will email the expense report reimbursement form and any supporting documentation (including receipts) to:

Elisabeth Myers, Advisory Board Event Coordinator
advisoryboards@healthtrustpg.com

- ❖ The expense report will be reviewed for reasonableness, documentation verified and approval obtained. After the expenses are approved it will be submitted to Accounting for reimbursement to your facility.

Note: *All expenses should be submitted to HealthTrust within 30 days of the meeting. Anything received after the 30 days will be denied.*

If you have any questions or concerns, please contact Elisabeth Myers by email at advisoryboards@healthtrustpg.com or by phone at (615) 344-3140. Thank you for your help and support with this important initiative.