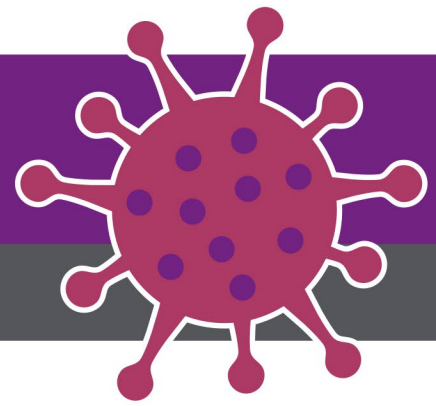


CORONAVIRUS DISEASE 2019 (COVID-19)

FAQs for Redeployed Staff



Audience: Redeployed Colleagues

Revision Date: 4/6/2020

Version: Version 1

This FAQ applies to COVID-19 colleagues redeployed to another RHM or redeployment to a different ministry in excess of 50 miles from your home ministry

Travel Pay

Will I be paid for time spent traveling for any required out-of-town COVID-19 redeployment that requires overnight travel?

Yes, we will pay non-exempt colleagues for travel time to and from their COVID-19 redeployment destination if it is not their primary work location.

Car Travel

- Non-exempt colleagues will be paid during travel from the time they leave their home to the time they arrive at the redeployment location (including reasonable stops depending on distance), and the same for the return home.
- All colleagues should follow the [Travel and Business Expense Reimbursement Procedure](#) for mileage and reimbursement guidelines.

Air Travel

- Non-exempt colleagues who are traveling by air will be paid for up to two hours prior to the scheduled departure of their flight, for the duration of the flight and for a reasonable time to get from the destination airport to their hotel. If their flight is delayed this will also cover the additional time waiting to depart.
- All colleagues should book all air travel, accommodations and transportation through the [Trinity Health Travel Hub](#) and follow the [Travel and Business Expense Reimbursement Procedure](#).

What if I must travel to a different city for redeployment, but its close enough that I do not have to spend the night. Can I travel back home the same day?

Non-exempt colleagues may travel to a different city for COVID-19 redeployment and return home the same day. All travel time to and from the redeployment destination is compensable, regardless of regular work hours. Please remember,

however, the mileage you normally incur traveling to and from work should be deducted from the mileage you incur traveling to and from the redeployment destination if it is not your primary work location.

How do I log time or "clock in" while traveling?

Non-exempt colleagues should punch in using your ministry's local number. You will need your colleague number or follow the remote punch-in process for your ministry. Travel time should be charged to the COVID-19 department.

How will travel and compensation approval occur?

Your manager will review and approve travel hours and reimbursements submitted to ensure the time seems accurate/appropriate and that all expenses are consistent with the travel reimbursement policy. Colleagues and managers are responsible for ensuring good stewardship of resources. Due to social distancing requirements, scanned expense reports approved by your manager sent to your respective payroll teams for processing are allowed.

COVID-19 Redeployment Shift Pay

Will I receive compensation for COVID-19 redeployment shifts?

Non-exempt colleagues are paid for COVID-19 redeployment shifts. If redeployment shifts put you into overtime eligibility, overtime will be paid according to policy and Fair Labor Standards Act.

Travel Policy Highlights*

Do we provide reimbursement for baggage fees?

Reasonable airline baggage fees for extended overnight trips and excess baggage charges are reimbursable. For additional information, consult the [Travel and Business Expense Reimbursement Procedure](#).

Can colleagues be reimbursed for tips or gratuities?

Yes. Tips must be itemized on the expense report and will be reimbursed up to the amounts listed below regardless of actual gratuity dollar amount given. For additional information, consult the [Travel and Business Expense Reimbursement Procedure](#).

Baggage service: limit \$1.00 per bag

Housekeeping service: limit \$2.00 per day

Hotel shuttle: limit \$1 per person for trips under 15 miles one-way, \$2 per person for trips over 15 miles one-way

Taxi and all other ride-share or ground transportation: limit 10% - 20% per ride Wait staff: limit 15%-20% per meal

What should colleagues use for ground transportation?

You should use the least expensive mode of transportation. Rental cars should be booked through the [Trinity Health Travel Hub](#). In some instances, colleagues should use taxis, shuttles or rideshares (Lyft is the preference for Trinity Health). For additional information, consult the [Travel and Business Expense Reimbursement Procedure](#).

Is airport parking allowed for out-of-town travel?

Yes. Long-term parking is preferred, and parking fees are reimbursable for company business. You may elect to use short-term parking or valet will be reimbursed up to the long-term parking rate. If it is less expensive to take a taxi, shuttle or rideshare (Lyft) to and from the airport, colleagues are encouraged to use that option. (i.e. traveling for an entire week). For additional information, consult the [Travel and Business Expense Reimbursement Procedure](#).

What is the standard mileage reimbursement if a colleague uses their own car for travel to and from redeployment locations?

Business miles are defined as miles driven to and from redeployment sites, airport, and/or other business destinations required in the performance of colleague's business responsibilities excluding normal round-trip commute miles between home and their primary office location. Commuting mileage must be deducted regardless of whether the colleague went to their primary office and will not be reimbursed. Mileage reimbursement is calculated at the published IRS rate per mile, or lesser amount if locally defined. To calculate reimbursable miles, track and record total miles for the trip. Then, subtract normal daily total commuting miles multiplied by the days you are away. For additional information, consult the [Travel and Business Expense Reimbursement Procedure](#).

What are the meal limits for travel?

If you are redeployed staff to a different regional health ministry (RHM), there is a \$175 per week meal stipend. You are expected to use this meal stipend for three meals (breakfast, lunch and dinner) as well as snacks and beverages. Detailed receipts are not required.

If you are redeployed to a different ministry within your RHM in excess of 50 miles from your normal work location, the travel and business expense reimbursement procedure applies for meals, and all detailed meal receipts must be submitted. For overnight travel, breakfast is normally included in your hotel stay, Please consult the [Travel and Business Expense Reimbursement Procedure](#) Appendix B.

Meal expenses for same-day local travel are not reimbursable. Colleagues who travel by air, rail, or car for same-day business trips (10 hours or more) are entitled to reasonable meal reimbursement while actively traveling and/or working on business assignment (generally one meal). Business travel ends when the traveler returns to their personal vehicle after the flight lands.

Is alcohol reimbursable during travel?

No, alcohol will not be reimbursed. For additional information, consult the [Travel and Business Expense Reimbursement Procedure](#).

Travel - Laundry

If I am out of town for an extended period as a redeployed colleague, can I charge laundry?

Although the Trinity Health Travel and Business Expense Reimbursement Procedure does not provide for reimbursement of laundry or dry-cleaning services, exceptions may be granted for extended travel.

Trinity Health will reimburse COVID-19 redeployed colleagues for laundry services incurred as follows:

- If you are out-of-town in excess of seven (7) nights, you will be allowed reasonable reimbursement of laundry.

- Every effort should be made to utilize self-service laundry at the hotels, if available. In these instances, please retain receipts. If receipts are not available, please document amounts for reimbursement.
- Reasonable charges for laundry services provided by hotel or dry cleaners will be reimbursed with a detailed receipt of items processed.

What are some expenses that are not reimbursable?

The following are some examples of items that do not qualify for reimbursement under the travel policy.

A more complete list can be found in the [Travel and Business Expense Reimbursement Procedure](#), Appendix C.

- Cell phones and electronic accessories
- Daily commute miles (travel between home and office)
- EasyPass Device Rentals
- Gasoline for personal vehicles
- GPS (global positioning devices)
- Haircuts, manicures, shoes shines, massages
- Health clubs/other club charges
- In-room movies
- Laundry/dry cleaning (see separate FAQ)
- Magazines or other personal reading material
- Replacement of personal funds/property due to lost luggage
- Toiletries
- Towing of personal vehicles
- Traffic tickets or other vehicle citations
- Travel upgrades/traveler status upgrades
- Vending machine purchases

*For complete travel policy information, please view the [Travel and Business Expense Reimbursement Procedure](#).