

AHF'S MANAGEMENT PHILOSOPHY:

MISSION DRIVEN

Dedication and caring for our clients and our cause.

FAIRNESS

Approaching employees, patients and colleagues on an equitable, respectful basis.

LEARNING

Expanding one's areas of expertise; keeping an open mind to new ideas and seeking innovation.

HANDS-ON

A willingness to get our hands dirty to get a job done.

ACCOUNTABILITY

Acting as an owner and motivating excellent performance

TENACITY

Determination to overcome any obstacle.



TRAVEL

Employees must get all work-related travel plans approved before booking on AmTrav.

1. Prior to requesting, consult with your manager to confirm that the trip is within budget and aligns with AHF Media policy.
2. Once approved, take a screenshot of the intended flight, hotel, car, or other arrangements on AmTrav. **DO NOT PROCEED WITH BOOKING AT THIS TIME.**
3. Utilize the Travel Request form for all necessary steps.
4. Use the [Travel Request form](#).
 - A. If multiple cost centers are involved, you can choose more than one. Indicate the percent allocation for each.
 - B. Upload the AmTrav screenshot, approvals from all cost center approvers, and any exception approvals.
5. The Office Manager can assist you with any necessary modifications before submitting the request to your manager for final review.
6. Upon approval, your manager will notify you to proceed with booking within **24 hours** to avoid potential rate changes. In the event of significant price changes, the process may need to be restarted.
7. Once booked, your AmTrav submission will be sent to Brian for verification before being forwarded to the VP of Media for final approval.

- Please note that all steps, **including obtaining final approval from the VP**, must be completed at least 21 days prior to the trip to avoid automatic denial. If an exception is required, it must be obtained by a VP, and attached to the travel request.

INVOICES

When you receive an invoice from a vendor, you

UNDER CONSTRUCTION

CREDIT CARDS

All credit cards will be sent to the Office Manager to review before forwarding them to the regular approver. Employees who are allowed to utilize company credit cards must adhere to AHF Media policy. The following are considered violations::

1. No late reports. Credit card reports are due the 3rd of the month for all media staff.
2. No incorrect coding: use the correct cost center and category.
3. Anything that can be invoiced must be and not put on a card. (catering, entertainment, venues, staffing, etc.)
4. No paypal, venmo, gift cards, etc.
5. No personal expenses or non-media expenses. This includes using your card for .
6. No missing receipts.
7. No missing or unclear charge descriptions.
8. Failure to specify the names of staff members or vendors for whom a meal was purchased (\$25 per person, max)
9. Abuse of categories such as meals, transportation, incentives/gifts, etc.
10. NO storage services allowed

If you incur multiple violations, your transaction limit, daily limit, or credit limit can be lowered, and you will be placed on probation for 3 months. Additonal violations will result in continued decreases and the probation extended.

If your probationary limits are not enough to fulfill your responsibilities, you will need to use an invoice, ask a coworker to pay, or pay using personal funds and then request reimbursement.

Recommendations:

- Turn in your reports on time. Don't wait until the third to submit your report.
- If you turn it in your report but need to revise it, you will be in violation if your revision is after the third.
- Only use your card for work and only when you absolutely can't invoice.
- Save your receipts. You can take a picture immediately with the concur app.
- Reconcile frequently. You can upload your receipts and add/edit notes or information any day.
- You can also submit multiple reports a month.
- Be reasonable and respectful on what you charge to our organization.
- Add full descriptions. Who, what, why?