

Title: <b>Expense Reimbursement Policy</b>		Print Date: 7/3/2018
Revision	Prepared By: Terry Basford	Date Prepared: 6/28/2018
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**Purpose:** To ensure all associates have a clear and consistent understanding of policies and procedures for business expenses including those relating to business travel. Ensure all associates know how, when and where to submit expenses for reimbursement of approved business expenses.

**Policy:** All associates must adhere to the Adfinitas Business Expense Reimbursement Policy and related procedures. Any exceptions must be approved by the Office of the CEO.

**Application:** This Policy applies to all W2 associates and 1099 contractors (full-time, part-time and per diem) unless specifically noted otherwise herein.

General Guidelines:

Associates who incur approved reimbursable expenses are required to timely submit an expense report (using the expense reimbursement form) and all receipts to the Adfinitas' expense reimbursement email address at [reimbursement@adfinitashealth.com](mailto:reimbursement@adfinitashealth.com) and copy your supervisor. This process requires that your supervisor review and approve all submitted expenses for accuracy and compliance with this policy. Once approved by your supervisor, finance will process your submission.

Expenses must be submitted within 30 calendar days from the date the expense was incurred. In the event an expense is submitted within 30 calendar days but is rejected for noncompliance, the associate is required to resubmit the expense within 14 calendar days of the date of rejection.

Questions regarding this policy should be addressed to your immediate supervisor or Human Resources.

Itemized receipts are required for all expenses.

You may not write over any content on the receipt. Doing so may result in the denial of your submitted expense. Additionally, submission of false -and/or altered claims is grounds for disciplinary action, including termination of employment. Finally, any fees, costs or liabilities borne by the Company that stem from an associate's non-compliance, may be deducted from the associate's expense reimbursement payment.

Personal Travel Point Programs: Any points accrued by the associate by virtue of Company business travel are the property of the associate and should be used for non-business-related purposes.

Expenses not reimbursable include, but are not limited, to:

- Shoe shine
- Barber/hair stylist
- Toiletries
- Medicine/Supplements
- Personal entertainment (hotel rental movie, tickets for the movies, theatre, concert, sporting event, etc.)
- Books, magazines and newspapers
- Tobacco products
- Losses of a personal nature sustained as a result of travel on company business

- (such as a lost or stolen handbag, wallet, jewelry, etc.)
- Spouse or significant other's travel expenses (including, but not limited to, air fare, meals and any additional premium fees for double occupancy in a hotel)
  - Traffic tickets, traffic violations and citations
  - Clothing
  - Chargers for electronics
  - Groceries
  - Any receipt on which the original date, amount or description has been altered or written over

## **I. Air Travel**

### **A. Reimbursable Expenses:**

#### **1. Airport Parking Fees:**

- Short-term parking fees for trips lasting less than 48 hours.
- Long-term parking fees for trips 48 hours or greater.

**B. Checked Baggage:** The Company will reimburse checked baggage fees in the event a checked bag is required.

### **C. Non-Reimbursable Expenses:**

1. **Travel Upgrades:** Travel upgrades are not reimbursed by the Company.
2. **Transportation to and from Airport:** transportation (by taxi or other mode of public transportation) is not reimbursable unless the cost of the roundtrip transportation is less than the cost of long-term parking. *(Associate must provide cost of long-term parking at applicable airport).*

## **II. Hotel Accommodations**

- A. When a work assignment requires an overnight stay, associates may make the arrangements on their own behalf and submit for reimbursement. In some circumstances Adfinitas will make arrangements for the associate's hotel stay.
- B. Any hotel over \$150 per night must be approved by your immediate supervisor.

## **III. Ground Travel**

### **A. Personal Automobile**

- All associates are required to possess a valid driver's license, a personal automobile that is in suitable working order, and maintain automobile insurance on their vehicle consistent with applicable state laws and requirements.
1. **Reimbursable Expenses:**
    - Mileage (not part of standard commute) – reimbursed at current IRS mileage reimbursement guidelines;
    - Parking (if applicable) at assigned worksite;
    - Tolls – when incurred driving to or from a non-regular/routine worksite.
  2. **Non-Reimbursable Expenses:**
    - Gas;
    - Tolls - when incurred driving to or from a regular/routine worksite;
    - Repairs and maintenance;

- Traffic tickets, violations and/or citations and related court costs;
- Automobile insurance.

#### **IV. Rental Car**

A. Rental vehicles may be used for:

- Any trip that involves air or rail travel, or
- Any High Mileage Trip - A High Mileage Trip is defined as any commute for business purposes, regardless of destination, that exceeds 280 miles round trip.

1. **Reimbursable Expenses:**

- Parking at assigned worksite;
- Parking fee at approved hotel stay;
- Gas (Standard not Premium);
- Tolls

2. **Non-Reimbursable Expenses:**

- Mileage;
- Upgrades (extra add-ons such as GPS);
- Traffic tickets, violations and/or citations and related court costs;
- Pre-paid gas;
- Returning car without refilling gas tank
- Gas for personal use while using rental.

B. Rental Car Guidelines:

- Associates should choose the most economical and reasonable vehicle/model available, which is generally a compact vehicle;
- Intermediate and full-size cars may only be rented when three or more associates are traveling together;
- Four-wheel drive vehicles must only be used in areas where weather conditions warrant;
- Do not sign-up for/purchase any insurance through the rental company;
- Do not purchase pre-paid gasoline;
- Do not pay for any “under age” charges;
- ALWAYS fill the gas tank prior to returning the vehicle;
- ALWAYS complete the pre and post-inspection process, maintaining a copy for your records;
- NEVER allow anyone to drive the vehicle except the named driver;
- ALWAYS contact the rental company and your insurance Company in the event you are involved in an accident;
- ALWAYS contact the rental company first in the event you encounter a breakdown with the vehicle. If the rental company will not pay for towing or other related breakdowns, contact your individual Triple AAA service or contact a local towing company, pay for the expense at that time, if necessary, and submit for reimbursement.

#### **IV. Meals**

- A. Adfinitas will reimburse its associates for meals, up to \$50 per calendar day, when an overnight stay is required/has been authorized or when associate commutes to and from a worksite via air travel in a single day (no overnight stay). Note: the associate still qualifies for meal reimbursement if he/she spends the night at a family/friend's home

rather than a hotel when a hotel would have been authorized by the Company.

- B. Adfinitas will reimburse associates for meals, up to \$25 per calendar day when the total roundtrip mileage exceeds 280 miles with no overnight stay.
- C. Itemized receipts are required for all submitted expenses - the restaurant receipt showing all purchased food items must be included when submitting a credit card receipt. If the detailed restaurant receipt is not attached, the item will not be reimbursed.
  - 1. **Reimbursable Expenses:**
    - Food and beverages;
    - Room service, and
    - Gratuity, where customarily appropriate, up to 20%.
  - 2. **Non-Reimbursable Expenses:**
    - Medicine/Supplements;
    - Tobacco products;
    - Groceries;
    - Gratuity over 20%;
    - Gratuity in non-customary settings.

V. **CME Reimbursement Policy**: Please see policy in handbook