

# Standard Operating Policy and Procedure Guide

<b>Department</b> All	<b>Type</b> General	<b>Effective</b> 03/01/20	
<b>Number</b> 1.21.1	<b>Topic</b> Travel & Expenses	<b>Approvals (A/L)</b> DM/WR	<b>Reviewed</b> 06/01/20

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## INTRODUCTION

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Welcome to the Amerimed Travel and Expense (T&E) Manual.

The T&E Manual is intended to assist you in making cost effective and time efficient travel arrangements, while acquainting you with T&E policies and procedures.

You should read, understand and comply with all provisions of the manual. It describes many of your responsibilities as a trusted Amerimed Associate and outlines the processes and procedures to facilitate secure, timely and accurate travel transactions. Our objective is to empower our associates to meet their business travel needs on behalf of Amerimed, while providing the necessary financial controls to ensure we are all good stewards of our company's assets.

No T&E Manual can anticipate every circumstance or question. As Amerimed business needs change, we may revise, supplement, or rescind any policies or portions of the manual as the OCE deems appropriate.

# 1 Introduction

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## 1.1 Overview

This manual applies to all employees who are authorized to travel and/or entertain on behalf of Amerimed, (“Company”). Each constituent of Amerimed has a responsibility to follow the details of this manual. This manual does not apply to non-employees, such as independent contractors and consultants. Travel related expense reimbursement for non-employees should be considered in contract negotiations and covered in the Statement of Work.

The T&E manual is designed to assist Amerimed with ensuring travel costs and any expense reimbursements are incurred in a valid, cost effective, time efficient, and consistent manner. It is intended that travel expenses be managed and paid directly by Amerimed. If an exception from this policy is requested, it must be submitted on the Travel and Expense Policy Exception Form (see attached) with the appropriately approved related expense report. Exceptions to this policy will only be granted upon review and approval of the exception by the Office of the Chief Executive (OCE).

Funds expended for travel should be utilized in a prudent manner. An individual traveling on business for the Company should neither lose money nor profit from any reimbursement.

Employees must adhere to all policies outlined in this manual, the Corporate American Express Card policy and procedure and the Company’s financial and operational policies. Periodic audits will be performed to ensure that travelers are in compliance with these policies and procedures.

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## 1.2 T&E Manual Highlights

These highlights provide a quick overview of the T&E Manual and are not all inclusive. The manual should be read in its entirety for a complete understanding of all policies and procedures.

### Primary Requirements

- Employees that travel frequently or incur other significant expenses on behalf of the Company should obtain a Corporate American Express (AMEX) card. See attached Appendix A for a list of employees eligible for the issuance of a Corporate AMEX card.
- The Company’s AMEX Cards **must** be used to book airline, hotel and car rental reservations.
- If required, any authorized expenses requiring reimbursement to the employee require completion of Expense reports (with original receipts) and must be submitted no later than 30 days following the completion of each trip and/or the date expense was incurred.
- It is the responsibility of both the manager and the employee to ensure that funds expended for travel are done in a prudent manner.

### Business Meals and Entertainment

- Receipts with names of those in attendance must be submitted for all business meals.
- The total amount expended for meals by any one individual while traveling shall not exceed \$50 per day.
- Detailed receipts are required for all entertainment expenses, regardless of amount.
- The most senior member of the Company in attendance is responsible for payment and reporting of the expense.

## **Cash Advances**

- The use of travel advances is **highly discouraged and are an extraordinary exception to standard procedures.**
- If travel advances are issued, expense reports (with original receipts) should be submitted within seven days of trip completion or date expense incurred.

## **Transportation**

- For all air travel, tickets should be booked and purchased greater than 14 days in advance of the travel date whenever feasible. This is the ideal and most cost effective practice. However, if required, a minimum of 7 days advance purchase is also acceptable with written approval from the OCE. This is a marginally cost effective practice. In extreme circumstances, less than 7 days advance notice booking may be done with written authorization from the OCE. This is the least cost effective practice and should be avoided as much as possible.
- Rideshare services are an approved expense and should be utilized prudently when costs will be significantly less than rental car options.
- Amerimed travelers are authorized to rent a midsize/intermediate car category, based on the number of employees traveling (generally three or less employees), length of stay, and luggage capacity.
- Employees must decline the pre-purchased gas option and refill the rental car to the appropriate fuel level before returning the vehicle.
- Travelers using rental cars in the continental USA should not purchase the optional collision insurance coverage offered.

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### **1.3 Travel Expense Approval**

All expenses require the review of receipts and approval from the employee's immediate supervisor and member of management with an appropriate level of authority from within the employee's operational area/region.

Those employees responsible for approving expense reports are responsible for ensuring that each expense is supported by a receipt, proper business purpose and adherence to policy. The Division, Regional or Corporate management who has profit and loss responsibility is ultimately responsible for monitoring travel within their department to ensure it is within their budget.

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### **1.4 Expense Report**

Expenses for travel on official Company business are reimbursed only after expense reports are submitted for payment. Employee expense reports should be submitted for reimbursement within 30 days of completion of travel and/or incurring the expense and must include original receipts.

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## **1.5 Documentation and IRS Receipt Requirements**

- 1.5.1** Original receipts must include the name of the vendor, location, date, dollar amount, and description of purchase. When a receipt is not available, a full explanation of the expense and the reason for the missing receipt is required. Detailed credit card transactions may be submitted as additional support for missing or lost receipts, however, credit card statements should not be submitted as the sole source of documentation for an expenditure. Lost and/or missing receipts should be an exception. Frequent instances of missing receipts can result in expenses being denied reimbursement.
- 1.5.2** A copy of the invoice, itinerary and proof of travel (i.e. boarding pass or baggage claim tag) are required for documenting airline travel.
- 1.5.3** Itemized hotel receipts must always be submitted.
- 1.5.4** Business meals and entertainment expenses require the following documentation (required by Amerimed and the IRS) and must be submitted with an expense report:
- Names of individuals present, including name of employee submitting expense report.
  - Specific business topic discussed or recognized
- 1.5.5** Required receipts must be submitted with all expense reports and itemized without exception.

Failure to comply with the documentation requirements can result in the expense not being reimbursed (when applicable) until such documentation is received, or suspension of travel privileges.

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## **1.6 Reimbursement Procedures**

Employee expense reimbursements (if required) will be made through the normal bi-weekly payroll process. Any exceptions require the approval of OCE and are to be made on an emergency only basis. See expense report submission procedures as outlined in section 11 of this policy.

## 2 Corporate Travel

### 2.1 Corporate American Express Card Program

Amerimed employees that travel frequently may be issued an Amerimed Corporate American Express Card (“AMEX Card”). Employees that are provided AMEX cards will be trained on the Corporate American Express program upon issuance of their card. See attached Appendix A for a list of employees eligible for the issuance of a Corporate AMEX card.

The Corporate AMEX Card should be used for official Amerimed business only. **The card should not be used for personal expenses.** With that being said, it is recognized that some minor, non-reimbursable, personal charges may also occur on the AMEX card while traveling. In such instances, the employee will be required to submit reimbursement (personal checks only) to Amerimed upon completion and submission of their expense report. In the event of repeated personal charge occurrences, Amerimed reserves the right to cancel and/or suspend any cardholder accounts.

2.1.1 AMEX Corporate Cards may be used for the following travel related purchases within the parameters of this manual.

- Air Travel and Ground Transportation
- Lodging
- Meals
- Entertainment
- Other Miscellaneous Travel Related Expenses

### 2.3.2 Payments

The Amerimed AMEX Corporate Card Program is an “individual bill/central payment” program. As such, each month employees/cardholders statements from American Express are sent to OCE. The traveling employee will be responsible for completing a travel summary report listing all applicable charges via the Corporate AMEX Card Expense Report (see attached). Once the form has been completed and approved (based on established levels of authority), the form, statement and all original receipts should be sent to the Corporate Accounts Payable Department.

Amerimed will be responsible for making payments to American Express for all employee/cardholder charges for that period. Employees will have 15 days from the end of each month to code, approve and submit their Corporate AMEX Card Expense Report (and all supporting documentation). Failure to submit all required documents within the specified time frame may result in cancellation of the employee/cardholder’s card and/or other corrective action, up to and including termination.

## 3.1 Overview

Company employees traveling on official business may travel domestically or internationally. In either case, travel arrangements should be made with enough advance notice so as to obtain services at a reasonable cost. While lowest cost is preferred, the mode of travel considered reasonable provides for adequate standards of comfort, convenience, safety and efficiency. Exceptions may include travel:

- requiring complex or indirect routing
- during unreasonable hours
- that is excessively prolonged, which greatly increase the duration of the flight or result in increased cost that would offset transportation savings
- which offers accommodations not reasonably adequate for the medical needs of the traveler

The travel policies and procedures are designed to provide flexibility within these requirements and rely on the discretion of the traveler and supervisor in the stewardship of Amerimed funds.

Transportation expense is reimbursed based on the actual cost incurred by the traveler.

Upgrades at the expense of the Company are not permitted.

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## 3.2 Class Fare

All travel within the continental U.S. whether air, rail, or bus should be purchased in coach class. In addition, every effort should be made to purchase non-refundable tickets, when applicable. Refundable tickets may be purchased at manager's discretion.

Domestic First Class and domestic Business Class will be reimbursed under the following circumstances:

- Exceptions for other travelers may be made on a trip by trip basis with the approval of the OCE

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## 3.3 Frequent Traveler Programs and Travel Club Memberships

Tickets purchased with frequent traveler program points are not reimbursed as the value of the ticket is not readily determinable from such programs.

Amerimed does not reimburse travel club or airport club memberships for non-executive/officer associates (e.g. Admirals Club, Crown Room). Additionally, participation in these programs must not influence vendor selections resulting in incremental cost to the company.

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## 3.4 Baggage

Amerimed will pay for one checked bag of "normal" weight and size, but will reimburse a traveler for an excess baggage fee (due to size or weight) for any item being transported at the request of the company. If baggage is lost, it is not the Company's responsibility to replace and/or reimburse the employee for such costs.

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### **3.5 Cancellations, Voided, Unused or Stolen Tickets**

- 3.5.1 Each traveler must arrange for cancellations if his/her plans change. Travelers should request and record cancellation/change numbers in case of billing disputes.
- 3.5.2 At times, travel may be cancelled due to weather or scheduling changes by the transportation provider. In the event of a trip cancellation, the traveler must inquire with the transportation service provider in order to obtain a refund and/or use the ticket for a future travel date.
- 3.5.3 All unused tickets purchased from the Company's designated travel provider must be utilized in the booking of future business travel and **must not** be used for personal travel.
- 3.5.4 Stolen tickets must be reported immediately to the Company's designated travel provider.

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### **3.6 International Travel**

International travel follows the same guidelines as domestic travel outlined in section 3.1 through 3.5 with the following exclusions:

- 3.6.1 Economy Plus is recommended on international flights.
- 3.6.2 If required, passports and visas must be obtained prior to international travel. If Amerimed requires travel to countries for which passports and visas are required, the company will pay for such costs.
- 3.6.3 Foreign currency exchange is generally more favorable in the foreign country where the traveler is going than it is in the U.S. As such, upon the return to the U.S., it is usually best to exchange local currency back into U.S. dollars at the airport. Some countries require that all local currency be turned in prior to departure.

## **4** Lodging

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### **4.1 Overview**

When travel requires an overnight stay, expenses for lodging are reimbursed for each trip on the basis of actual reasonable expenses.

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### **4.2 Lodging Arrangements**

**4.2.1** Hotel reservations should be made by the traveler utilizing the company AMEX.

**4.2.2** Company preferred and pre-approved Brands include (alternative Brands require OCE approval):

- Marriott Brands
  - Courtyard
  - Springhill Suites
  - Fairfield Inn & Suites
- Hilton Brands
  - Hilton Garden Inn
  - Hampton Inn
  - Home2 Suites
  - DoubleTree
- Holiday Inn Express

**4.2.3** Any hotel room upgrade must be pre-approved by the traveler's immediate supervisor.

**4.2.4** If it is necessary to cancel a reservation, the traveler must adhere to the hotel's cancellation policy and the traveler should obtain a cancellation number. Any expense incurred due to a "no show" will be the responsibility of the associate unless approved in advance by the traveler's supervisor.

**4.2.5** Frequent stay program points redeemed for hotel charges are not reimbursable, nor are any related membership fees.

**4.2.6** Meals charged on the traveler's room should be separated and classified as meals on the traveler's expense/summary report.

**4.2.7** In-room entertainment charges (i.e. movies) are the responsibility of the associate.

**4.2.8** Reasonable laundry charges will be reimbursed after a continuous 5 day stay.

**4.2.9** In-room internet access fees charged by the hotel will be reimbursed during a business stay. The charges should be reasonable and customary and itemized on the hotel bill.

## **5 Automobile and Other Ground Transportation**

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### **5.1 Overview**

Employees are encouraged to consider all forms of ground transportation when traveling on business. Amerimed considers acceptable modes to include public transportation, car rental, taxis, limousine, shuttle, and national ride share services.

### **5.2 Rental Car Reservations**

Avis is the Company's preferred vendor with Enterprise as an alternate. Amerimed travelers are authorized to book a midsize/intermediate car category, based on the number of employees traveling (generally three or less employees), length of stay, and luggage capacity. All rental cars should be inspected for damage at the time of rental. Any damage found should be noted on the contract prior to accepting the vehicle. Every reasonable effort must be made to return any rental car in the same condition as received (i.e., no bumps, scratches, or mechanical failures) and on time to avoid additional hourly charges. Cars should be returned to the original rental city unless approved for a one-way rental. Employees must decline the pre-purchased gas option and refill the rental car to the appropriate fuel level before returning the vehicle. Provisions for special circumstances such as gas shortages, conditions deemed unsafe, and schedule conflicts will be allowed at manager's discretion.

### **5.3 Upgrades**

All rental vehicle upgrades must be approved by the traveler's supervisor. Reimbursements will not be made for rentals exceeding a full size vehicle. If a traveler rents in excess of this class, they will be responsible for paying the difference in the rate, with the following exceptions:

- The traveler requires a larger car for medical reasons
- There are material transportation requirements for the business; Pre-authorization is required.
- There are no vehicles available at the requested class and/or the upgrade is free.

### **5.4 Rental Expense**

The Company is responsible for the cost of operating the vehicle and will be paid through the AMEX expense payment process. The Company will cover expenses related to and for:

- Daily rental charges
- Gasoline charges
- Toll charges
- Parking charges

Note: The company is not responsible for payment of any moving violations, fines or tickets incurred or received by the traveler while operating a rental vehicle.

### **5.5 Authorized Drivers**

The minimum age requirement for renting a car is 25 years old.

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**5.6 Insurance**

Travelers using rental cars in the continental USA should not purchase the optional collision insurance coverage offered. Amerimed's insurance policy covers these items; however, it does not cover spouses or non-employees, and does not cover non-business travel days when a vehicle is rented for personal use. International travelers are required to accept rental agency insurance.

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**5.7 Reservation Cancellation**

If a reservation must be cancelled, the traveler should contact the rental car company or the Company's designated travel provider directly. The traveler should also obtain a cancellation number to ensure proper billing.

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**5.8 Accidents**

In the event of an at fault collision, the traveler may be responsible for company deductible costs. The traveler must notify her/his manager within 12 hours of any such occurrence, and will be required to submit a completed accident kit, copy of police report (if such report was filed), and submit to a drug/alcohol test.

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**5.9 Club Memberships**

Amerimed does not reimburse travelers for club membership fees offered by the rental company.

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**5.10 Other Ground Transportation**

Amerimed considers other modes of ground transportation to include taxis, shuttle, limousine, and personal automobile. Employees should use a credit card as the method of payment if it is available from the transportation provider.

- 5.10.1** National Rideshare Services: Examples: Lyft & Uber, are authorized modes of transportation to and from airports within metropolitan city areas.
- 5.10.2** Taxi service is an acceptable mode of transportation to and from the airport and within metropolitan city areas.
- 5.10.3** Shuttle service is a preferred mode of transportation to and from the airport and/or when offered at a cost effective rate from hotels to the business destination.
- 5.10.4** Limousine service is considered acceptable, if the cost is less than or equal to a comparable mode of transportation.
- 5.10.5** Rail service is an acceptable mode of transportation to and from or between two cities where the cost is less than or equal to the comparable airfare.

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**5.11 Personal Automobile Use**

Use of personal automobiles for business travel is not an approved mode of travel without specific written approval from the OCE.

In the unusual circumstance where personal automobile use is authorized, the following will apply:

- 5.11.1** Insurance. It is the responsibility of the car owner to make sure they have adequate insurance. The individual should check with Corporate Compliance in order to verify what coverage, if any, applies from Amerimed's business vehicle insurance policy.
- 5.11.2** Reimbursement. Travel by personal automobile on company business, is reimbursed based on standard mileage guidelines set forth by Amerimed, not to exceed the Internal Revenue Service guidelines for deductibility. This mileage allowance is intended to cover all transportation and operating costs, including gas and wear and tear. No reimbursement is made for the cost of repairs to the vehicle whether they

result from the traveler's acts or the acts of others. Ferry, bridge, tunnel, toll road and reasonable parking charges are allowed, in addition to the mileage allowance. A maximum of one round trip to the airport is allowed in conjunction with related parking charges. Mileage to and from the office is not reimbursable, including trips to the office during non-business hours (i.e. weekends). Mileage for day trips is based on the mileage from the office to your destination.

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## **5.12 Company Assigned Vehicles & Fuel Cards**

Use of company assigned automobiles for business use is an approved mode of travel (area and regional) and is reserved for select positions within the organization and requires specific written approval from the OCE. Any position requiring 24/7/365 availability, oversight and management (excluding pre-approved vacation time) is eligible for the use of a company assigned automobile.

In the select circumstance where company assigned automobile use is authorized, the following will apply:

- 5.12.1** **Minimum Age Limit.** The individual must be at least twenty-three (23) years old to be eligible to operate any company vehicles.
- 5.12.2** **Insurance.** The individual must have clean driving history that satisfies the company's business vehicle insurance policy requirements for coverage to be an authorized company vehicle operator. Note: Failure to maintain a driving record in compliance with company insurance requirements will disqualify the individual from utilizing company assigned vehicles.
- 5.12.3** **Use of Vehicles.** Company assigned vehicles are to be used for business purposes only.
- 5.12.4** **Use of Fuel Cards.** Company assigned fuel cards are to be used for business purposes only.

## **6 Meals and Entertainment**

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### **6.1 Overview**

Meals and entertainment will be reimbursed to the employee conducting official Amerimed business provided that they are for actual and reasonable costs.

### **6.2 Business Meals**

Business meals while traveling on Company business or in connection with customers, prospects or associates, with a specific business purpose, are reimbursable. Employees should use the Corporate AMEX card for costs associated with business meal expenses according to actual and reasonable costs.

- The costs for personal meals are authorized when traveling for Amerimed. Day trips requiring five or more hours qualify for a meal reimbursement. The total amount to be covered for meals by any one individual while traveling shall not exceed \$50 per day.
- The costs for meals taken with other employees for a specific business purpose will be covered by the company. The specific business discussed must be documented on the receipt and/or expense report, along with the name(s) of the employees present.
- It is customary to tip for meals and reasonable tips will be covered by the company.
- The most senior member of the Company in attendance is responsible for payment and reporting of the expense.

### **6.3 Entertainment - Customers**

The cost for entertainment expenses authorized by management in which a business discussion takes place during, immediately before, or immediately after the event are covered by the company. Examples of such expenses include:

- Sporting events
- Theater or movie events
- Trade show entrance fees
- Activity events such as golf, tennis, etc.

Employees may use the Corporate AMEX for entertaining customers if the person entertained has a business relationship or potential business relationship with Amerimed. The employee submitting the expense report must always be present at the entertainment event. Employees at all times should be aware of Amerimed's Code of Ethics and Business Conduct, and specifically the section on "Providing Business Courtesies to Customers or Sources of Customers".

## **7 Wireless Communication Expenses (Telephone & Wireless Cards)**

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### **7.1 Overview**

Employees whose job duties require frequent wireless communication while away from their office should obtain an Amerimed issued cell phone. The Company will not reimburse the employee for personal or business calls made on a personal cell phone.

### **7.2 Wireless Hot Spots**

Amerimed does not reimburse for wireless connections in locations designated as hot spots. Airport hot spots will only be approved at the discretion of an employee's supervisor. Amerimed does reimburse travelers for internet access fees incurred at their hotel. The charges should be reasonable and customary and itemized on the hotel bill, when applicable.

### **7.3 Personal Cell Phones & Internet Charges**

The Company will not reimburse an employee for cell phone usage of a non-Company phone or for personal internet access charges.

## 8 Non-Covered and/or Non-Reimbursable Expenses

### 8.1 Overview

Below is a list of expenses that are either not approved and/or non-reimbursable or should be reimbursed through other processes such as the Company Purchasing Card or through Accounts Payable. **This list is subject to change by management and is not all-inclusive.** Costs not covered and/or Expenditures not reimbursed through the T&E process include (without specific written approval from the OCE):

- Capital Expenditures and non-capital equipment (i.e. furniture and fixtures, computer software/hardware, machinery and equipment)
- Inventory – operational, shop or office supplies
- Costs incurred by failure to cancel reservations (unless approved by manager)
- Fines for automobile violations
- Loss/theft of Company-paid airline tickets
- Loss/theft of personal funds or property
- Expenses not directly related to the purpose of the trip
- Hotel movie rentals/airline headsets/travel pillows
- Frequent traveler memberships and airline club membership dues (i.e. Crown Room)
- Fitness center charges
- Car washes
- Expenses related to vacation or personal days while on a business trip
- Golf fees (when not associated with Company business)
- Laundry/valet services when travel is less than 5 days
- Lost baggage
- Luggage and briefcases
- Magazines, books, newspapers, etc.
- Subscriptions
- Medical bills incurred during travel
- Personal entertainment, including sports events
- Personal toiletries (unless connected with lost luggage)
- Pet care or boarding
- Postage costs, postcards, etc.
- Professional memberships
- Routine vehicle maintenance/tune-ups
- Shoeshine
- Purchases for clothing unless purchase is due to lost luggage and pre-approved by manager
- Clothing – rental, i.e. tuxedos
- Child care
- Political contributions
- Charitable contributions
- Consulting or professional fees
- Gift cards/gift certificates
- Charges on personal phone bills

## 9 Advances

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### 9.2 Overview

Employees are highly discouraged from using cash advances to pay for business travel. On occasion, however, it is appropriate for an employee to request a travel advance. Any such advance will be treated as an exception to this policy and therefore will be required to be approved by the OCE on Travel and Expense Report Policy Exception form (see attached). Advances are only issued for official and allowable travel expenses for non-Corporate AMEX cardholders. Special circumstances for travel due to natural disasters and inclement weather for recovery areas as well as international travel where American Express is not widely accepted will be made available. Please see the FAQ section at the end of this policy for more information on travel advance alternatives.

### 9.2 Advances for Employees

An employee may have only one cash advance outstanding at any given time. The amount of cash requested should be the minimum necessary to cover anticipated out-of-pocket expenses. All cash advances must be accounted for on a travel expense report within seven days after completion of the trip. Any unused amounts from an advance should be repaid when submitting the travel expense report. An unused cash advance must be returned immediately when a trip is canceled or postponed more than seven days. Employees not in compliance (i.e. outside of the seven days) will be sent a notice to request funds immediately, authorized payroll deduction, or account for the outstanding advance by submitting the applicable expense report immediately. Failure to properly account for cash advances may result in:

- Notification sent to employee's supervisor/manager
- Suspension or cancellation of cash advance privileges
- Non-reimbursement for out-of-pocket expenditures
- Reduction in wages to reimburse Amerimed for unused/ unaccounted for advance amounts
- Any unused dollars not returned within a reasonable amount of time may be reported on the employee's W-2, requiring taxes to be paid.
- Corrective action, up to and including termination

Advances must be documented in the expense report as a negative amount so that a net amount owed (if any) is submitted for reimbursement.

# **10** Other Travel Expenses

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## **10.1 Overview**

This section outlines other travel expenses and how they are handled for reimbursement.

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## **10.2 Family/Spouse Travel**

Usually spouses/partners accompanying employees on business trips do so for personal reasons and at their personal expense. Expenses incurred on behalf of family members while traveling on Company business will be required to be paid by the employee (i.e. meals shared while out of town) through reimbursement to the company by check.

Spouse travel may be reimbursable under specific relocation arrangements or for Company sponsored programs/events.

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## **10.3 Continuing Education/Training/Certifications**

The Company will reimburse employees for reasonable continuing education, training or certification expenses directly related to their job duties that are pre-approved by their supervisors. Fees for conferences, seminars and certification fees should be paid through the accounts payable process where possible. Expenses incurred for travel to conferences and seminars should be handled in accordance with the remainder of this policy.

# **11 Expense Summary and Report Submission Procedures**

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## **11.1 Overview**

This section outlines the procedure for submitting expense summary reports and for applicable reimbursement. Employees should always keep a copy of all spending and expense report documentation for their records.

## **11.2 Expense Report Form**

Expenses paid for via a Corporate AMEX card should be submitted on the AMEX Card Expense summary Report form as discussed in section 2.3.2 of this policy. All other expenses and mileage shall be submitted on the Amerimed Employee Expense and Mileage Reimbursement form (see attached). All completed and approved travel and expense related forms should be submitted to the Accounts Payable department.

## **11.3 Original Receipts**

Original receipts must be submitted with the completed expense summaries or reimbursement report when presented for approval. If an original receipt is not available, alternative information shall be provided showing evidence of payment of the expense (i.e. credit card statement) and an explanation of why a receipt is not available.

## **11.4 Approval**

Each expense report must be reviewed and approved prior to submission to Accounts Payable. Each item on the expense report must be reviewed for business purpose and adequate documentation prior to approval. Each expense report must be signed by the employee indicating the employee has provided all applicable receipts and that each expense is Company related. Approval must be obtained from the appropriate regional, operational or division management based on established levels of authority.

## **11.5 Expense Report Audits**

All expense reports are subject to audit both prior to and/or subsequent to payment or reimbursement. If an expense is determined to be non-authorized or non-reimbursable, under the expense report policy, prior to payment or reimbursement, the expense will not be reimbursed. The employee and the approver of the expense report will be notified of the expense in question. If the expense is subsequently supported, the expense will be reimbursed on the next available payroll cycle.

If a non-reimbursable expense is identified via a subsequent expense report review, the employee and the approver of the expense report will be notified of the expense in question. If the questioned expense is ultimately determined to be non-reimbursable, the amount in question will be deducted on the next available payroll cycle.

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**EMPLOYEES ELIGIBLE FOR CORPORATE AMEX CARD ISSUANCE**

Chief Executive Officer (CEO)

President

Chief Operating Officer (COO)

Chief Financial Officer (CFO)

Chief Marketing Officer (CMO)

Executive Vice President

Operations Manager

Division Manager

Customer Success Champion

Other employees as specifically authorized by the CEO