

## The Resource Group Vendor Travel & Expense Reimbursement Guidelines

### I. *General Statement of Guidelines*

In the event Ascension Health Resource and Supply Management Group, LLC ("The Resource Group") has agreed to reimburse a vendor (hereafter "Vendor" or "Traveler") for authorized, reasonable, and actual expenses incurred on behalf of, or in the course of performing services for, The Resource Group, with "reasonable" meaning that expenses should be commercially appropriate to the circumstances and represent a business-like expenditure, these Vendor Travel and Expense Reimbursement Guidelines ("Guidelines") shall apply. Under no circumstance will a Vendor's authorized, reasonable, and actual expenses exceed fifteen percent (15%) of the total cost of the services performed. Reimbursable expenditures must be supported by original receipts and appropriate documentation of the business purpose (who, what, where, when, why) must be provided. Expenditures not properly documented will not be reimbursed until appropriate documentation is provided.

### II. *Principles of Guidelines*

1. The Resource Group recognizes the need for business travel and expenses during a Vendor's performances of services. Reimbursement is made for business expenses in accordance with these Guidelines, and any applicable agreements between The Resource Group and a Vendor.
2. The intent of these Guidelines is to be fair and equitable. A Traveler should neither gain nor lose financially because he or she has incurred reasonable authorized business travel expenses.
3. Originals of supporting documents should be submitted. For the purposes of these Guidelines scanned copies are considered original documentation.
4. Appropriate authorization will be as designated in the applicable agreement between The Resource Group and Vendor.

### III. *Procedures*

#### 1. **Submission of Expense Statements and Approvals**

A Vendor is expected to submit their expenses in an expense statement with accompanying documents to The Resource Group. The appropriate business purpose, city traveled to, departure and return date for each trip, number of days, and must be reflected in the expense statement. Expense statements that are incomplete or contain errors will not be processed and will be returned to the Vendor for correction.

#### 2. **Supporting Documentation**

All expenses reimbursed require appropriate documentation. Expenses not properly documented will not be reimbursed until proper documentation is provided. In all cases where substantiation is required, the Traveler must

document the amount of the expense, time/date, place, business purpose and description of the expense.

All expenses should be identified and explained. Expenses greater than \$25.00 must be supported by receipts. Copies/stubs of credit card statements are not acceptable as receipts.

Required documentation for expenses over \$25.00 are as follows:

- Air Travel: Original passenger coupon/receipt for each flight. Itinerary invoice is acceptable for ticketless travel. For instances where a flight change has been made, both the original ticket and the exchanged ticket must be submitted to The Resource Group for documentation.
- Lodging: Original detailed hotel/motel bill, plus Traveler's copy of the credit card charge slip if paying by credit card. In case of express check-out, when no credit card charge slip is issued, the hotel/motel bill should indicate the name of the credit card being charged.
- Auto Rental: Original car rental receipt issued by car rental company at conclusion of business trip.
- Meals/Other: Traveler's original copy of credit card charge slip or cash receipt.

In the event a receipt is lost and a duplicate is unavailable, the expense should be noted and a detailed explanation included on the expense statement. Notification should be sent to The Resource Group via email by the approving authority authorizing payment without a receipt.

For expenses incurred regarding items purchased via telephone or the internet, Travelers should request the vendor to fax a receipt/confirmation form regarding the purchase, or provide a printout of an internet order.

## **IV. *Vendor Business Travel***

### **1. Air Travel**

In order to benefit from available discounts, advance travel arrangements should be made whenever possible.

During normal business travel First Class, Business Class, Business Select, or other premium class travel will not be reimbursed, including incremental costs of first class air passes or upgrades. If first class or any other type of premium class travel fare is purchased, reimbursement will be provided only for coach fare on that flight. Only in circumstances in which no coach seats are available would first class or other premium fare travel be allowed. Such circumstances must be approved in writing by The Resource Group in advance of travel.

Air travel arrangements should be made at the lowest logical coach fare. Lowest logical fare is defined as the lowest fare that can be paid for a flight that departs within plus or minus one hour of the time that is requested, is a direct flight (i.e., a nonstop flight, or one involving a stop that does not require changing planes), and is consistent with the business needs of the trip. It is the Traveler's



responsibility to take advantage of special, reduced or excursion fares, although this may be balanced against potential penalty charges where cancellations or changes in itinerary are likely.

Fully refundable airline tickets or airline ticket credit should be returned to The Resource Group.

If personal travel occurs before, during, or after a business trip, the Traveler must substantiate the savings and attach documentation from The Resource Group approved sources to the expense statement. If a Traveler extends out-of-town stay to take advantage of a Saturday night stay-over, at the company's discretion, The Resource Group may reimburse reasonable expenses for the extra stay up to the total amount of the airfare that would be applicable if the special "Saturday" fare was not purchased. The Resource Group must approve such travel.

## **2. Automobiles and Car Rentals**

Reimbursement for a Traveler's personal automobile use will be made on the basis of the IRS mileage allowance for business miles traveled. Please note that the IRS mileage allowance is inclusive of all normal operating expenses such as: insurance, maintenance, gasoline, wear and tear, etc. The Resource Group Accounting Department will maintain and communicate the applicable mileage reimbursement rates. To substantiate business mileage the Traveler must provide the following information on The Resource Group Expense Statement; total number of business miles traveled, date, name of business destination (to/from) and business reason for the travel.

If Traveler's personal automobile is chosen for traveling, the mileage expense is reimbursed only up to the cost of the lowest logical coach airfare. Documentation of the lowest available airfare can be provided by The Resource Group travel department. Rental cars should be considered in cases where the total cost of renting a car is less than the IRS mileage allowance for using Traveler's personal automobile.

Parking and toll costs are reimbursable for personal and rental automobiles. Parking at or near an air or rail terminals will be reimbursed at the lowest reasonable rate.

A Traveler using their own automobile is responsible for providing liability insurance coverage. The Resource Group shall not be responsible for providing insurance coverage.

Rental cars can be utilized when this form of transportation is either less expensive or safer than other forms of transportation available in the city visited (i.e., limos, taxis, commuter rail). The size of the rental car should be based on safety considerations, length of trip, and number of people to be transported. The original receipt from the rental agency will be considered appropriate documentation for reimbursement.

Gasoline expenses for rental cars will be reimbursed. Since rental companies routinely charge considerably more for gasoline than current market rates,

Travelers are encouraged to refuel the rental car prior to returning it to the rental agency.

Parking tickets and the cost of traffic violation summons are personal expenses and are not reimbursable.

### **3. Lodging**

Lodging expenses for single occupancy rooms are properly chargeable, and must be supported by original paid invoices. The payment for superior deluxe hotels/motels and premium-rate suites or concierge-level hotel rooms will not be made unless there are overriding business reasons or standard rooms are not available. Suite accommodations may be reserved in all-suite hotels whose rates are comparable to standard room rates in the area. To diminish the possibility of a 'no show' billing, guaranteed reservations must be cancelled before the cancellation date. Cancellation number, date, and the name of the person accepting the cancellation should be obtained to prevent the possibility of a billing dispute. If lodging is provided by others, and not expensed an explanation should include on expense report. Hotel costs not incurred may not be used for other purposes.

### **4. Meals**

The Resource Group will reimburse meal expenses for Travelers away from home on business travel. The cost of meals should be reasonable and should include a reasonable gratuity.

### **5. Personal Expenses**

Charges for personal expenses are not reimbursable. These charges include, but are not limited to, such items as laundry, in-room movies or video games, gift shop purchases, newspapers and magazines, apparel purchases, briefcases, or other luggage type purchases, barber/hairstylist charges and tickets for movies, sporting events or other entertainment expenses.

### **6. International Travel**

Reimbursement for international travel related to the performance of services for The Resource Group must be approved in advance.

### **7. Exception Procedures**

From time to time it may be necessary for Vendor to be reimbursed for expenses otherwise not allowed under these Guidelines. In such cases, and on the showing of adequate business reason, reimbursement may be allowed on a special exception basis. These special exceptions must have the pre-approval of The Resource Group.