

REIMBURSEMENT GUIDELINES

Please note, each HCP must submit reimbursement for ONLY his/her own expenses;

HCPs may not expense meals for other attendees.

SERFS requests that you submit all expense documentation within ten (10) days of the program. Failure to submit the supporting documentation for expenses incurred will delay reimbursement payment. **SERFS will not reimburse any expense submitted past ninety (90) days of the program.**

Air and Train Travel Planning / Airport Parking

- The standard for domestic airline travel is coach or economy class. First-class rates or fare classes leading to first-class upgrades are not reimbursable.
- Flight changes such as: class upgrades, confirmed standby, seat upgrades, flight change fees are not reimbursable.
- Extending a visit to a destination city for other business or personal reasons is only available when there is no impact on the lowest logical available fare for the required travel dates. SERFS will not reimburse HCP for any expense incurred during the extended visit.
- Any reservation change(s) made by the HCP that results in additional fees are personal expenses of the HCP.
- The standard for train travel is Business Class.
- Please note that airlines may charge for checked luggage. Reimbursement will apply for the first bag only on each leg of the journey. Any charges incurred for additional luggage check-in fees beyond the first checked bag are the responsibility of the HCP.
- HCPs are encouraged to utilize the most economical parking available whenever business needs require airport parking (e.g., daily rate vs. hourly parking). Valet parking is not reimbursable.

Ground Transportation

- Mileage at \$.70 per mile (maximum 750 miles or less round trip).
- Rental cars will not be reimbursed.
- Private car service booked on your own will not be reimbursed.

Travel Meal Guidelines

SERFS will reimburse the HCP for a reasonable travel meal, which may NOT include alcohol consumption.

Actual travel meal expenses may not exceed the following limits:

- Breakfast \$35.00
- Lunch \$35.00
- Dinner \$75.00

Travel meal expenses exceeding the above caps will not be reimbursed. SERFS will only authorize payment of meals for the HCP and does not include colleagues, spouses, or other guests. In addition, SERFS will only authorize reimbursement of the HCP's travel meal(s) deemed reasonable for the itinerary booked. SERFS will not reimburse HCP for meals after the meeting's travel (includes home city). A detailed restaurant receipt showing items ordered must be included with the expense report to support reimbursement for any meal. Credit card authorization receipts alone are not an acceptable form of documentation.

NON-REIMBURSABLE EXPENSES - The items listed below are examples of non-reimbursable expenses that should not be included on a HCP's expense report. There may be additional non-reimbursable expenses that would be subject to SERFS review that are not included on the list, which would also not be permissible.

- Gift shop purchases (e.g., newspaper, toiletries, clothing, batteries)
- Recreation expenses (e.g., spa, golf, tennis, night clubs, drinks, theater tickets, or sporting events, etc.)
- Any meal or travel expense incurred by someone traveling with the HCP (e.g., group, family, or spouse)
- Any meal purchased during a group function
- Wireless internet at the airport/in flight if flight is less than 2 hours long
- Babysitting / Childcare
- Additional airport parking unrelated to HCP program (e.g., necessitated by unrelated travel)
- Valet parking at the airport
- Dry cleaning
- Movies in the room
- Phone calls from the hotel room
- Travel insurance
- Collision or any other type of insurance for car rentals or personal automobile
- Travel not directly related to the purpose of the HCP program
- Personal AV equipment
- Airplane, Train and hotel amenities (e.g., headsets and cocktails)
- Credit card Reward fees
- Cell phone equipment and accessories
- Club memberships
- Gifts
- Business center charges
- Gratuities beyond customary gratuities associated with related meals
- Mini-bar expenses
- Kennel fees and pet sitting charges
- Luggage (purchase and repairs)
- Personal credit card fees
- Personal grooming
- Personal items (reading materials, e.g., books, magazines and newspapers)
- Personal equipment (e.g., briefcases, coffee makers, office refrigerators, computer bags)
- Theft or accidental loss of personal property
- Traffic and parking tickets
- Notarization of documents for tax purposes
- Bank or wire transfer fees
- Passport fees
- Phone roaming charges during NPC travel

This list provides examples of non-reimbursable expenses. There may be other expenses that are not reimbursable. Please seek clarification in advance if you intend to seek reimbursement for any expenses not explicitly covered in this document.