

REIMBURSEMENT LIMITS/GUIDELINES

When reimbursement of Contractor is permitted by the Agreement, the following limits apply:

1. **Travel — Air.** Company may cover the cost of Contractor's coach airfare from their location to the meeting location requested by the Company. Under no circumstances should Company authorize or cover business or first-class airfare.
2. **Travel — Personal Automobiles.** Contractor's personal automobile may be used for travel to and from a requested meeting or event. Company may reimburse the Contractor for such travel at the prevailing standard mileage rate established by the Internal Revenue Service for use in calculating deductible costs for business automobile operation. Company may also cover the costs of parking and tolls.
3. **Travel — Taxis and Other Local Transportation.** Company may cover the costs Contractor incurs taking a taxi between the location of a requested meeting or event, an airport and a hotel if the Company does not provide transportation between the location of the requested meeting or event, the airport and the hotel.
4. **Lodging.** Company may cover the cost of a hotel room at a modest, single occupancy rate in a hotel that is in a safe location convenient to the location of the requested meeting or event. Company may not cover incidental room costs incurred by Contractor during such stay. Any additional hotel nights not authorized by the Company will be the responsibility of the Contractor. Hotel expenses may generally not be covered if the Contractor is traveling less than two hours from his or her home. Company's negotiated discounted rates with preferred hotels should be used when possible and inquiries made concerning weekly-long term discounts for hotel stays of a week or longer.
5. **Meals.** Meals provided or reimbursed by Company should comply with the Company policy on *Healthcare Professional Meals*. When Contractor's personnel seek reimbursement for meals, Company should additionally require either that: (i) such meals be modest; and (ii) such meal per diems do not exceed the published rates for the geographic area per the current GSA rate table found at <https://www.gsa.gov>.
6. **Entertainment and Recreation.** Company may not cover the cost of entertainment and recreation under any circumstances.