POLICY
Travel Expenses will be reimbursed providing they are reasonable in nature and amount, are properly documented, and approved.

PROCEDURES
In order to claim travel expenses and receive reimbursement, the following steps should be taken:
1. Complete the Expense Report, excluding non-reimbursable expenses, and attach detailed itemized receipts, which have been affixed to an 8 ½ x 11 sheet of paper. The form must be legible and detail the nature of your travel and identify the facility. (Fax reports will not be accepted). If you are traveling on behalf of the facility, include the facility name on your expense report so that accounting can bill the facility. You should sign and date the completed Expense Report.
2. Obtain necessary authorizing signature from your supervisor. (It is recommended that you make and retain a copy for your records before submitting to your supervisor.)
3. Forward completed, approved Expense Report to accounting for reimbursement.
4. Expense items that are older than 60 days will not be reimbursed.

RESPONSIBILITIES OF SUPERVISOR/APPROVER
Because they are more familiar with expenses incurred on behalf of their department, supervisors/approvers have primary responsibility for ensuring compliance with this policy. The supervisor/approver must verify that expenses and expense reports meet the following criteria:
1. The travel expense was incurred while conducting Ageia Health Services business.
2. Exceptions to lodging and dining at the facility and expenses in excess of the hotel and meal limits have been identified and approved.

REIMBURSABLE EXPENSES/DOCUMENTATION
All expenses necessary to a reasonable degree of comfort and safety while traveling will be reimbursed with the following restrictions:
1. Expenses related to vacation, sightseeing, and side-trips for personal interest are considered personal and are not to be claimed on the expense report.
2. The travel expenses of a spouse and/or other family members, or other travel companion(s) are not to be claimed.
3. If traveling by air, economy airfare or equivalent rates must be obtained. Claiming higher fare will not be accepted. Reservations should be made as soon as travel plans are finalized to receive advance purchase discounts
4. Under no circumstances will individual alcoholic beverage expenses be reimbursed nor should receipts submitted for expense reimbursement include such items.
5. Travel miles via vehicle will be reimbursed at the rate of 48 cents per mile. Travelling or corporate employees will receive reimbursement for miles driven after the first 25 miles to/from destination. The first 25 miles one way or 50 miles round trip are not reimbursable and are to be considered normal miles to/from work.

6. Original official itemized receipts are acceptable receipts. Credit card charge slips showing only total amount charged will not be accepted.

7. Vehicle parking or moving violation tickets are the sole responsibility of the operator of the vehicle and shall not be reimbursed by Ageia.

8. Weekend and/or non work-week time charges for meals and/or motel expense is not reimbursable by Ageia (except as required by Ageia for weekend stays).

9. Miscellaneous cash expenditures that do not have receipts (tolls, street parking, and porter tips) must have sufficient written explanation for approval and reimbursement.

**LODGING**
1. When traveling to an Ageia managed facility, employees are expected to stay at the facility. Exceptions to this policy must have supervisor approval.

2. Hotel charges should not exceed $85 for Metro areas or $70 for non-Metro areas, before taxes. Motel charges in excess of the above limits must have prior approval from your supervisor. If you are required to be in the area for an extended period of time, solicit several bids from motels for a weekly rate, as prices may be lower.

3. Motel services for personal use i.e., personal laundry, newspapers, personal hygiene products, room service fees, or personal entertainment will not be reimbursed.

**CELLULAR PHONE EXPENSE**
1. Ageia pays a flat monthly reimbursement to eligible employees. No receipt is necessary, simply turn in a reimbursement request each month for the amount authorized.

**RENTAL CAR**
1. Ageia will reimburse the cost of economy rental car only. If you elect to upgrade to a larger more expensive vehicle, you must obtain the value of what an economy car would have been and turn in vehicle rental expenses at the economy car rate.

2. You should decline any additional insurance coverage offered with the rental car as business travel is covered under Ageia’s automobile insurance policy.

**MEALS**
1. If you are traveling to a facility, it is expected that you will have your meals at that facility. On overnight trips where the facility is not open or eating outside the facility has been approved, Ageia will reimburse as follows:
   a. Breakfast up to $8.00 (not including tip and/or tax)
   b. Lunch up to $10.00 (not including tip and/or tax)
   c. Dinner up to $15.00 (not including tip and/or tax)
d. Maximum tip allowance is 15%.

2. In order to be eligible for breakfast reimbursement staff must be on travel status for two hours or more before the beginning of their regularly scheduled work shift. Staff must be on travel status for two hours or more beyond the end of their regularly scheduled work shift to receive a dinner reimbursement.

3. When paying for the meals of other Ageia employees or business guests, the portion of restaurant bills applicable to employees or business guests is to be shown separately on the Expense Report, identifying the purpose of the meal and name of guest. As stated above, under no circumstances will alcoholic beverage expenses be reimbursed.

4. When attending seminars, training etc., where meals are organized and paid for as part of the event fees, staff is encouraged to use the meal vouchers as individual meal reimbursement will not be approved.

**TRAVEL ADVANCE**

1. An employee may request, with supervisor approval, a cash advance on future travel expenses. The employee may have only one cash advance outstanding at any given time. Expense Reports must be submitted at the completion of the trip to support the travel advance received.