

Scripps Health Contractor - Travel & Expense Reimbursement Policy

□ RESPONSIBILITIES

- a. It is the responsibility of each contractor to abide by the requirements established in these procedures and to obtain consent from Scripps Health prior to undertaking travel for the benefit of Scripps Health.
- b. Appropriate receipts must accompany all travel and expense reimbursement invoices.
- c. Contractors must use good judgment when incurring expenses to be paid or reimbursed. All expenses must be reasonable and appropriate to the business purpose being served.
- d. Travel and expense reimbursement as outlined in this document will only be provided if stated and in accordance with the contract.

□ PROCEDURES

A. Maximum Reimbursement Rates:

The rates listed below are the maximum amounts that will be reimbursed. Preapproval of rates higher than the amounts listed below must be obtained prior to billing or the invoice will be short paid.

- a. **Air Travel:** Standard/Economy class required and is basic economy class or equivalent option at the time of booking. Airfare is to be booked at least fourteen (14) days in advance of travel date. Exceptions must be preapproved by manager and documentation of exception and manager preapproval must be provided at time of expense reporting. Travel to/from location other than home location is reimbursable as long as the cost is less than or equal to the cost of travel to their home location and preapproved by manager. Documentation of rate comparison and Scripps' preapproval must be provided at time of expense reporting.
- b. **Hotel/Lodging:** Not to exceed 125% of GSA rate for San Diego for the highest time period of the year
- c. **Car Rental:** Economy class (or equivalent) from a national carrier
- d. **Per Diem:** GSA rate for San Diego (If per diem is billed; meals, parking and other general out of pocket business related expense would not be reimbursed)
- e. **Mileage:** Reimbursement at standard IRS rate



B. Travel & Meals:

Hotel accommodations shall be appropriate for business travel. Costs incurred as a result of extending business trips for personal reasons are not reimbursable.

C. Auto Rental:

If auto rental reimbursement is part of the contract, the rental car shall be economy class (or equivalent). Any damage costs or additional fees outside of the daily rate (such as insurance fees, prepaid fuel, GPS, upgrade) will not be reimbursed. If personal upgrade through a loyalty program is obtained, receipt must show original class of service booked as within policy.

D. Personal Telephone/Modem/Mobile Phone:

Scripps does not reimburse for personal telephone devices or expenses including internet access.

E. Travel and Expense Invoices and Receipts:

In order to receive reimbursement, the contractor must keep and submit adequate records. Receipts must show date/time of purchase, full payment details including method of payment and valid business entity.

- i. Invoices for reimbursement must include:
- ii. Expense type;
- iii. Date and location;
- iv. Expense amount;
- v. Business purpose.

F. Any individual expense greater than \$25 must be documented by a receipt and shall be provided with the invoice.

G. Invoices submitted that do not meet the procedures outlined in this document will be rejected.

H. Payments will be made based on the terms of the existing contract.

I. Invoices for expense reimbursements received greater than six months after the month in which the travel completed or the expenses incurred will not be reimbursed, unless the contract terms state otherwise.

***Scripps Health will not be subject to any fees and/or penalties related to Contractor's failure to provide required documentation to complete proper expense reimbursement.**