

Travel & Expense Reimbursement Guidelines

Travel Coordination



Flight and Hotel



Applied is happy to assist in the coordination of your travel arrangements. Please contact Applied's Clinical Education coordinator at clinicaleducation@appliedmedical.com.

- You will be responsible for initial payment of your flight and hotel expenses, with reimbursement guidelines below.
- Please include itemized receipts for any food expenses billed directly to your room, and follow the reimbursement guidelines below.

PLEASE NOTE: Whenever possible, travel is booked **one month prior** to the course.

Reimbursement Guidelines

All course expenditures, other than airfare, are **initially paid by the surgeon** and are **reimbursed after** the course, according to the guidelines below.



Flight

Applied will reimburse reasonable coach-class fares. Bag check-in, extra leg room and fare upgrade expenses are **not reimbursable**.

PLEASE NOTE: You must submit a receipt for your flight which shows the date, city of origin and destination of travel to be eligible for reimbursement.



Hotel

Hotel rooms are reimbursed at **pre-selected hotels** – for one night only – unless no flight is available to leave the city following the conclusion of the course (to be determined by Applied).

PLEASE NOTE: Hotel entertainment and mini-bar expenses will **not be reimbursed**. If any meals are charged to your room, you must submit all of your **original itemized** receipts to be eligible for reimbursement.



Meals and Non-Alcoholic Beverages

Unless a meal is provided as part of the course, we reimburse up to:

\$18.00 for **breakfast**

\$23.00 for **lunch**

\$43.00 for **dinner**

PLEASE NOTE: Meals in the city of origin are not reimbursable. You must submit all of your **original itemized** receipts to be eligible for reimbursement.



Transportation

Surgeons are responsible for providing their own transportation to the airport in the **city of origin**.

We reimburse for a taxi /shuttle in the **city of destination only**:

- **From the airport to the hotel** upon arrival
- **From the lab to the airport** at the conclusion of the course.

PLEASE NOTE: Other ground transportation (limo, town car) in the city of origin or the city of destination will **not be reimbursed**. Rental car usage must be pre-approved. You must submit all of your **original itemized** receipts to be eligible for qualifying reimbursement.



Mileage

Only appropriate overnight parking fees and mileage will be eligible for reimbursement. If you drive to the course, we reimburse **\$0.535 PER MILE**.

PLEASE NOTE: The following documentation must be provided in order to be eligible for reimbursement: **MapQuest, Google Maps, etc.**

Submitting Receipts For Reimbursement



Receipts

PLEASE SAVE AND SUBMIT ALL OF YOUR ORIGINAL ITEMIZED RECEIPTS.

We are unable to reimburse based on non-itemized charge slips, credit card statements, or internet reservations. We are also unable to reimburse any expenses for a companion or spouse.

- Receipts may be **MAILED** in a pre-addressed envelope provided to you or you may simply **TAKE A PICTURE** of each itemized receipt and email them directly to **clinicaleducation@appliedmedical.com**.
- Please submit all receipts **within 3 months** of the course.
- Please **do not** staple your receipts.
- Please allow up to 4 weeks from the time we receive your reimbursement request to receive your check.

PLEASE NOTE: You will be provided a **W-9 form** to complete, which is required for reimbursement. The address on the W-9 form (**which must match your SS# or tax ID#**) is the address to which your reimbursement check will be sent.



Questions or Concerns?

Please contact your Applied Medical Clinical Education Specialist as listed on the brochure and confirmation letter, or email **clinicaleducation@appliedmedical.com**.

