



Travel & Expense Reimbursement Policy

Purpose

To provide clear guidelines for reimbursing team members for business-related travel and expenses in a manner consistent with applicable laws, IRS guidelines and company policy.

Scope

This policy applies to all team members, contractors, and other individuals incurring expenses on behalf of Quality Rehab Management.

Team members who travel consistently will be issued a company credit card.

General Guidelines

Expenses must be business-related, reasonable, and documented with original itemized receipts and submitted no later than the 5th business day of the month for prior month's expenses. Expenses without proper documentation, exceeding limits, or late submittal will not be reimbursed. If a company card is allocated, it must be used for business expenses.

Covered Expenses

Transportation

Air Travel: Requests must be submitted at least 14 days prior to the flight departure date. Coach class is required unless time exceeds 5 hours.

For trips under 350 miles, driving is the preferred method of travel unless there is a business reason for air travel.

Ground Transportation: Airport shuttles and ride-share are preferred for trips under one day. Rental cars are encouraged when more cost effective than flights, ride-shares, or taxis. Travel exceeding 350 miles round trip, rental care if preferred. Team members must make every effort to ride-share or carpool when traveling together. Rental cars must be returned with a full tank of gas and submitted for reimbursement. In case of accident, team members must contact the rental car company, local authorities (if required) and their supervisor immediately. Tips for ride-share or taxi should not exceed 15% of the total fare.

Personal Vehicle Use: Team members using personal vehicles for business purposes must carry adequate personal auto insurance coverage. Travel between team member's home and their regular office location is not eligible for reimbursement. Business travel conducted using a personal vehicle will be reimbursed at \$0.50 per mile, minus normal commute of 20 miles each way. This mileage rate replaces reimbursement for fuel, maintenance, insurance and depreciation.



Accommodation

Team members must cancel reservation if plans change. Standard hotel rooms at mid-range hotels are allowed; luxury hotels require prior approval. Airbnb is permitted for extended stay due to work requirements.

Team members should book at hotels offering corporate rates.

Personal expenses (e.g., entertainment, mini-bar, or spa services) are not reimbursable.

Travel Meals

Meals are reimbursed on a per diem basis, up to \$50 per day, for overnight travel. Reasonable tips (up to 20%) are allowed for business meals and must be included on the receipt.

Business meals require an itemized receipt with attendee names, titles and company affiliations, and purpose of the meeting.

Team Building, Meeting & Entertainment

Team Building, Meeting & Entertainment expenses require prior approval from Business Unit VP level.

Conference & Seminars

The company will reimburse reasonable travel, meals and lodging expenses for pre-approved industry-related conferences or seminars, including registration fees.

Non-Reimbursable Expenses

- Frequent flyer, hotel, club and travel memberships
- Laundry and dry-cleaning (unless the trip lasts for more than a business week)
- Side trips or extended trips for personal reasons
- Loss, theft or damage of personal items (including luggage)
- Travel between an team member's home and normal work location
- Pet boarding fees
- Personal entertainment, in-room movies, spa treatments
- Fines, traffic tickets, or legal violations
- Travel costs for spouses or family members (unless pre-approved for business reasons)

Exceptions & Violations

Misuse of funds, fraudulent claims or failure to company with this policy may result in disciplinary action up to and including termination.

For any questions, please contact the Human Resources Department.