



## EVENTS TRAVEL EXPENSE POLICY

This Events Travel Expense Policy applies to expense reimbursements for events produced by Simplify Compliance LLC, which includes the brands **BLR/HCPro/HealthLeaders/DecisionHealth/CCMI**, herein referred to as “the Company.”

If you have any questions about the information in this policy, please contact Marcus Archibald at [marchibald@simplifycompliance.com](mailto:marchibald@simplifycompliance.com).

### **TRANSPORTATION:**

The Company will reimburse up to a **maximum of \$650.00 combined for airfare and ground transportation** (taxi, shuttle, rideshare services, car rental, mileage).

**Driving:** Mileage to/from the airport (or to/from the event if the speaker is local) will be reimbursed at the current IRS Rate (<https://www.irs.gov/tax-professionals/standard-mileage-rates>): 65.5 cents per mile for 2023. For a receipt, members should document mileage using Google Maps or a similar application with directions from the start to the end points.

**Parking:** Any event-related parking fees will be reimbursed with a receipt. Members who do not live locally but choose to drive to the event will be reimbursed per the IRS rate up to the transportation maximum of \$650.00 (round trip).

**Rental Cars:** The Company will only reimburse rental car costs that are associated with the travel and event dates; This includes the to/from the airport but does not cover any extended stays outside of the event.

### **MEALS:**

Members will be reimbursed for individual meal expenses while traveling for the days associated with the hotel nights we are reimbursing as stated in the speaker agreement up to a maximum of \$55.00 per day. For amounts above that for any particular day, please enter \$55.00 on the expense form and make a note on the (itemized) receipt. Expenses for spouses, general dinner guests, etc. will not be reimbursed. Gratuities should generally be around 15-20%.

### **REIMBURSEMENT:**

To receive reimbursement, you must submit applicable receipts, an invoice with amounts within the expense guidelines specified in this Expense Policy, and a completed Form W-9 & ACH Form if the Company does not have a current copy on file. When creating the invoice, please line item the charges by type, including the various amounts that may be listed on one hotel receipt, e.g., meals, airfare, mileage, etc.

For auditing purposes, the Company’s Finance Department requires itemized receipts for all expenses. **You will not be reimbursed for any expenses without a receipt.** Please ensure that all receipt scans are legible and include the date.

We may have a W-9 and ACH form on file already from other projects you’ve done with the Company, but if you think any information has changed, please be sure to send a new one. A completed Form W-9 and ACH form is required by the Company’s finance department for all vendor payments, including reimbursements, and at the end of each calendar year, the Company will provide the member with a 1099-MISC for reporting all funds paid during the preceding year.

Submit the scanned receipts, your invoice, and a completed ACH Form & Form W-9 (as applicable) to Marcus Archibald at [marchibald@simplifycompliance.com](mailto:marchibald@simplifycompliance.com).

The Company will process your reimbursement after the form and receipts have been reviewed and confirmed, and you should receive payment via ACH in less than 30 days after submission. Expenses submitted more than 30 days after the event ends will not be eligible for reimbursement.