

TRAVEL AND EXPENSE REIMBURSEMENT POLICY FOR CONTRACTORS

The purpose of this Travel and Expense Reimbursement Policy for Contractors (the “Policy”) is to provide written policies and procedures for contracted staff that define acceptable and reimbursable travel-related expenses to ensure adherence to WPS Health Solutions (“WPS”) goals.

Definitions

“Vendor” means a business entity with which WPS has a contractual relationship.

“Contractor” means an employee, officer, member or partner of a Vendor.

Policy Statements

It is WPS policy to reimburse for reasonable and necessary business expenses when travel is needed for a Contractor to be on site at a WPS location in order to fulfill the agreed-upon requirements and deliverables. Travel expenses shall not exceed 10% of the total fees for services unless agreed to otherwise in a Statement of Work.

It is the responsibility of the Contractor to prepare and submit to the Vendor, on a timely basis, an accurate expense report, with supporting documentation, which adheres to this Policy. After approval by the Vendor, these expenses should be submitted on an invoice (from the Vendor’s Accounting Department, when applicable) to WPS for payment. All invoices must be sent directly to Accounts Payable. The preferred method to submit an invoice is in PDF format via email to AccountsPayable@wpsic.com. This Policy requires approved documentation, including receipts, for all reimbursable expenses; however, receipts may not be available for some miscellaneous expenses. These expenses should be adequately explained. WPS does not reimburse any travel expenses for Contractors in advance. Reimbursement for travel expenses will only be provided after the travel has occurred.

Contractor Requirements

Contractors are required to:

1. Be good stewards and manage expenses in a prudent manner.
2. Report all expenses promptly and accurately with the required documentation.
3. Check for accuracy before paying or accepting bills or statements.
4. Report only expenses that are for official travel, which begins at the time a Contractor leaves the authorized departure point, usually home or office, at the beginning of an official trip and ends at the conclusion of the trip.
5. Travel by a usually traveled route and by the most expeditious means of travel possible. Any expenses for travel on an indirect route taken for personal reasons are not reimbursable. Common carriers are generally the least costly and most expeditious and should be used whenever possible.
6. Comply with all state motor vehicle regulations. WPS will not reimburse for traffic tickets or other fines.

Air Travel

1. Air travel should be made using the most cost-effective airline that fits the necessary travel plans.
2. Advance notice is encouraged to take advantage of cost-effective rates.
3. Reimbursement for air fare will normally be limited to the lowest cost coach/economy fare available at the time of travel. Additional charges, upgrades, or air fare above the coach/economy rate require prior approval.
4. Reasonable baggage charges will be reimbursed.

Lodging

1. WPS will reimburse hotel accommodations at reasonable rates but at no more than the federal per diem rate for the locality (see <https://www.gsa.gov/portal/category/26429>). A list of frequently used hotels/motels where WPS has reduced rates is available upon request.
2. WPS will not reimburse for “no show” billing. Contractor should retain the cancellation number.

Meals and Incidental Expenses

WPS will reimburse meals and incidental expenses at the federal per diem rate for the locality (see <https://www.gsa.gov/portal/category/26429>). On the first and last day of travel, the per diem rates will be prorated to 75% of a full meals and incidental expenses per diem.

Car Rental

1. Reimbursement for car rental will normally be limited to an economy through full size car at the time of travel. Reimbursement for luxury car will be determined on a case by case basis, generally if the luxury car is cost comparable to a lesser class car.
2. A one-way drop charge should not be incurred unless it is the least expensive alternative.
3. Contractor should fill up the gas tank before returning the car to avoid a costly gasoline surcharge. Extenuating circumstances must be documented for a surcharge to be reimbursed.
4. Any unneeded car rental reservation must be cancelled in a timely manner. Unused reservation charges are not reimbursable without appropriate business justification.

Personal Vehicle Usage

Mileage reimbursement for use of personal vehicles will be at the standard mileage rate allowed by the IRS. No other charges for personal vehicle use are billable to WPS.

Other

1. Reasonable charges for parking will be reimbursed. Attach a receipt or explanation for expense.
2. Toll charges will be reimbursed.
3. Bus and taxi fares will be reimbursable when accompanied by explanation of need.
4. Expenses not reimbursable:
 - a. Personal items, such as medications, toiletries, luggage, clothes, childcare, etc.
 - b. Personal entertainment
5. Travel time is not considered an expense. As such, Contractors will not be paid for time spent traveling.

Exceptions

While this Policy provides basic details, it does not cover every possible travel expenditure or circumstance. If there are questions on whether an expense would be considered a business expense or would be reimbursable, this should be clarified prior to incurring the expense, if possible.