

FIELD SALES EXPENSE REPORT GUIDELINES AND TRAVEL POLICY EXCEPTIONS

U.S. Employees Only

All Field Sales Representatives and Employees are expected to follow Corporate Expense Report Guidelines and Travel Policy except where noted below.

I. RECEIPTS

- Receipts are required for ALL purchases. Employees must ensure that all receipts are legible and align with the reimbursement amount that is being requested.

II. TRAVEL

- Hotels
 - Reimbursable up to \$250/night or at the lowest available nightly rate in a metropolitan area.
 - Approval is required for any rates above \$250/night.
- Flights
 - Must be booked two weeks in advance.
 - Approval is required for any domestic flight above \$600 round trip.

III. MEALS

- Personal Meal Expenses and Business Meal limits are pre-tax and tip. Healthcare Professional (HCP) meal limits include tax and tip.

Meal Category	Breakfast	Lunch	Dinner	Daily Total
Business Meals (with business guest or employee)	\$20/pp	\$30/pp	\$50/pp	
Meals - Self (requires an overnight stay)	\$20	\$30	\$50	\$100
Patient Event & Training				\$250 max

***Valid business justification required as support. Exceeding pp limit requires Director approval. HCP meals out of office require Director approval. No Alcohol at patient events or in-office meals.**

IV. STORAGE UNIT – optional

- All storage units must be pre-approved by the Director.
- Up to \$200 per month (10'x10' unit).
- Decline monthly insurance coverage for storage units
- Director must be included on the rental agreement.
- Units must be temperature controlled and clean.

V. HOME OFFICE SUPPLIES & EQUIPMENT

- Office supplies and printing are reimbursable – please follow monthly budgets provided by Area Sales Director.
- All-in-one printers are reimbursable up to \$200 inclusive of sales tax per year.

VI. HOME OFFICE INTERNET

- Reimbursable up to \$50/month or at the lowest acceptable local rate with supporting documentation. For bundle service, provide the monthly detail that includes the service fee as supporting documentation. You cannot attach multiple months on one expense report. These should be added to the report on time in the given month.

VII. CELLUAR DEVICES

- Upon joining, you will be issued a Cellular smartphone and accessories (charger, battery). **Personal cell phones and hotspots are NOT reimbursable. Corporate phones are required for all business discussions/dealings.**

VIII. SHIPPING

- Corporate shipping number will be provided and limited to business use only. (when available)