

1.1 Reimbursement Process

- 1.1.1. Contractor entitled to be reimbursed by Priority Health must submit an itemized invoice to Asset Management with reference to the applicable Statement of Work number and/or description.
- 1.1.2. Reimbursement requests must be submitted monthly.
- 1.1.3. Reimbursement payments will be issued on an accounts payable check.
- 1.1.4. Reimbursement will be denied for:
 - i. Expenses that lack required documentation.
 - ii. Expenses that demonstrate no clear ordinary and necessary business purpose.
 - iii. Expenses that are determined to be unreasonable as to the amount.
 - iv. Expenses not actually incurred, i.e. not associated with the travel, or previously submitted.

1.2 Receipts

- 1.2.1 Itemized receipts may be required for any expense greater than \$75.00. Upon request by Priority Health, contractors shall provide copies of documentation for such expenses.

1.3 Mileage and Personal Use of Automobile

- 1.3.1 If mileage is agreed to the Contractor will utilize the most direct route between destinations for travel during work hours.
- 1.3.2 Mileage rate will be calculated based on the IRS standard mileage rates for business, medical and moving.

1.4 Meals (individual)

- 1.4.1 Meals are reimbursed up to a total of \$75.00 per day (including tips) for travel. Reasonable costs for expenses incurred in more expensive areas (i.e. Chicago or New York) will be taken into consideration when Contractor request reimbursement.
- 1.4.2 Alcohol is not reimbursable.

1.5 Airfare

- 1.5.1 Domestic air travel must be made for coach class only by the most direct or economical route to the destination.

1.6 Hotels & Lodging

- 1.6.1 Hotels & lodging are reimbursed up to a total of \$150.00 per day (including tips) for travel. Reasonable costs for expenses incurred in more expensive areas (i.e. Chicago or New York) will be taken into consideration when Contractor request reimbursement.
- 1.6.2 Accommodations should be made within a 5 mile radius from the Priority Health site or location where the Contractor will be working.
- 1.6.3 Reimbursement for lodging is limited to the single standard room rate. No upgraded room category will be reimbursed.

1.6.4 Contractor should make reservations at a Priority Health preferred hotel (see below) whenever possible, and use the Priority Health/Spectrum Health corporate rate. If a Priority Health/Spectrum Health preferred hotel is not available, Contractor should reserve at the least expensive property available.

Downtown	
Riverfront Hotel Grand Rapids 270 Ann St NW, Grand Rapids, MI 49504	(616) 363-9001
Courtyard Grand Rapids Downtown 11 Monroe Ave NW, Grand Rapids, MI 49503	(616) 242-6000
Holiday Inn Downtown 310 Pearl St NW, Grand Rapids, MI 49504	(616) 235-7611
North Grand Rapids	
SpringHill Suites Grand Rapids North 450 Center Dr, Grand Rapids, MI 49544	(616) 785-1600
East Beltline Area	
Country Inn & Suites By Carlson – East 3251 Deposit Dr NE, E Beltline at I-96 Grand Rapids, MI 49546	(616) 942-7000
Kentwood/Airport	
DoubleTree By Hilton – Airport 4747 28th St SE, Grand Rapids, MI 49512	(616) 957-0100
Holiday Inn Grand Rapids – Airport 3063 Lake Eastbrook Blvd SE, Grand Rapids, MI 49512	(616) 285-7600
Staybridge Suites 3000 Lake Eastbrook Blvd SE, Grand Rapids, MI 49512	(616) 464-3200
Greenville	
AmericaInn Lodge & Suites Greenville 2525 W Washington St, Greenville, MI 48838	(616) 754-4500
Fremont	
The Harrington Inn 1117 W Main St, Fremont, MI 49412	(231) 924-3083
Hastings	
Holiday Inn Express Hastings 1099 M-43, Hastings, MI 49058	(269) 945-0000
Big Rapids	
Country Inn & Suites By Carlson 15344 Waldron Way, Big Rapids, MI 49307	(231) 527-9000
Ludington	
Comfort Inn Ludington 5323 W. US 10, Ludington, MI 49431	(231) 845-7004
Southfield	
Hilton Garden Inn – Detroit, Southfield, MI 26000 American Drive Southfield, MI 48034	(248) 357-1100

1.7 Ground Transportation

Reimbursement will be made for the most appropriate and most economical means of ground transportation

1.7.1 Parking

- i. Parking fees are reimbursable expenses and will include parking at the local airport as well as parking at conferences.
- ii. Costs for valet service are reimbursable in instances where the hotel exclusively offers valet parking or for medical necessity.

1.7.2 Car Rental

- i. Car rental will be reimbursed for an intermediate or mid-sized rental unless there are more than four (4) passengers.
- ii. Car rentals should be considered when travel is anticipated to be greater than 60 miles one way (120 miles round trip) and the trip is generally one (1) day in duration. Each trip, including distance and duration, should be evaluated to determine the most economical means of transportation.
- iii. Before returning the car rental the Contractor must fill the gas tank to the level determined by the agreement. The cost of the fuel will be reimbursed to the Contractor.

1.8 Tips

Reasonable tips are reimbursable for bellhops, porters and taxi drivers. Food service tips must be included within the meals section of the policy and should not exceed 20 percent.

1.9 Personal Expenses

1.9.1 Personal charges are not reimbursable by Priority Health. These include but are not limited to:

- Alcohol
- Movies
- Laundry
- Recreation activities
- Parking tickets or traffic violations
- Personal phone charges
- Health club charges
- ATM and/or credit card fees

1.10 Exceptions

1.10.1 Any exceptions for reimbursement that are outside of these guidelines must have manager approval.

If any of the invoices submitted by the Contractor do not comply with the guidelines established in this policy, they will not be paid and will be returned to the Contractor.