Expense Reimbursements

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<tr>
<td>Original Effective Date:</td>
<td>July 1, 2019</td>
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<tr>
<td>Updated:</td>
<td>March 1, 2020</td>
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<td>New Effective Date:</td>
<td>July 1, 2020</td>
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<td>Department:</td>
<td>Finance</td>
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<td>Responsible:</td>
<td>Seiko Watanabe (Chief Financial Officer)</td>
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POLICY STATEMENT

HRP employees are eligible for expense reimbursement for approved educational/professional development travel, educational supplies, or other approved program expenditures (meetings, retreats, activities, etc). All expenses, travel days and conference attendance must fall within the effective dates of the one’s employment contract. Travel must be approved in writing by the Program Director/Supervisor prior to departure. HRP requires attendance for the full duration of the conference, unless approved otherwise in writing, prior to departure by the Program Director/Supervisor.

Reimbursement requests for all expenses shall be made using SAP Concur (www.concursolutions.com) not more than 60 days after purchase date. Reimbursement requests for conference travel (including registration) shall also be made using SAP Concur within 60 days of travel completion and must include a signed copy of travel authorization. In the months of May and June, all expense reimbursement requests must be submitted not later than June 25th to account for the fiscal year end.

PURPOSE

To provide guidance and establish procedures for employees incurring business-related expenses seeking for reimbursements.

PROCEDURES

i. **Airport Parking and Transportation:** HRP will reimburse employees up to $40 maximum total for airport parking (at the departure airport) OR for transportation to/from the local airport and home. HRP encourages the use of carpools and alternative transportation.

ii. **Expense Allowances:** HRP will reimburse employees for actual expenses incurred while on authorized trips for program business, inclusive of required travel time. Reimbursable travel expenses include meals (up to a total average daily amount of $35 per day), lodging and transportation to/from the meeting location. A maximum of 15% tip is allowed on restaurant or transportation receipts. HRP will reimburse for the cost of coach air fare and baggage fee for one checked bag. The individual is responsible for the expense of any upgrades. For interisland travel, since return flights are of short duration and available through the late evening, employees will not be reimbursed for overnight stays after the conclusion of the business activity.
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HRP does not reimburse for cash tips, business center costs, personal telephone calls, alcoholic beverages, entertainment, in-room movie rentals, laundry service, internet fees, late check-out fees or any other incidental expenses deemed to be excessive or extravagant. Requests for reimbursement of “Room Service” meals must be accompanied by itemized receipts. A copy of the employee’s airline ticket, boarding passes, and travel authorization must be submitted as part of reimbursement request. Screenshots of electronic boarding passes are acceptable.

Educational supplies will be reimbursed as defined by the Program’s annual budget. These may include books, online education, research/poster printing costs or other supplies related to medical education. Please check with Program Administrator for applicable deadlines to submit reimbursements.

Within the first six (6) months of employment, the Program may allow new residents/fellows partial reimbursement towards a portable electronic device (e.g., tablet, laptop). Cellular phones, desktop computers, external hard drives, and printers/scanners are not eligible. Extended warranty, maintenance and upgrades of such devices are the responsibility of the individual. Deadline to submit reimbursement through SAP Concur is Dec. 31st. If the device is being used in the clinical learning environment, the individual must work with the Program Administrator to meet proper IT requirements and encryption.

iii. **Receipts**: A valid receipt contains the date of purchase, vendor name, detailed itemization of purchase and proof of payment via cash, credit/debit card or check (canceled check). Ground transportation must show to/from destinations. Any document indicating a balance due, or missing these requirements, will be ineligible for reimbursement. Reservation confirmations are not considered receipts of payment. Illegible receipts (e.g., faded or unreadable) are ineligible for reimbursement. Transactions via gift cards, mobile apps/cards, rewards, discounts, or mileage points are not reimbursable.

iv. **Combining Personal and Business Travel**: When making reservations for conference travel that includes additional personal days or stopovers, a printout of a comparable airfare for direct travel to/from the conference for conference days only must be included. Eligible airfare reimbursement will be the lesser of the actual amount paid or the comparable amount of direct travel that excludes personal days or stopovers.

v. **Automobile Transportation**: When absolutely necessary and with pre-approval by the Program Director/Supervisor/HRP, car rental for business travel may be permitted. HRP will pay the economy/compact car rental rate, state excise tax and rental car surcharge only. The renter is responsible for any loss and/or damage to the rental vehicle, property damage or bodily injury. Supplemental coverage (such as Loss Damage Waiver, Personal Accident Insurance/Personal Effects Coverage, Supplemental Liability Coverage, etc.), accessories (such as GPS, car seats) and any additions to the rental agreement will not be reimbursed by HRP. HRP will reimburse mileage for the business purpose. The mileage information should be submitted using the HRP mileage reimbursement form.
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ADDITIONAL INFORMATION
Refer to annual budget for allowable limits on expenditures.
In consideration of fiscal year closing, all receipts for reimbursement of any expenditures during the month of May and June must be submitted by June 25th.