



**BlueCross BlueShield
of North Carolina**

BCBSNC VENDOR TRAVEL AND REIMBURSEMENT POLICY

I. Travel – General

BCBSNC shall reimburse VENDOR for its reasonable direct expenses, including shipping, travel or other business expenses, incurred in connection with performing the agreed to service in accordance with the following parameters:

Expenses must be properly completed and approved to be eligible for reimbursement. Request for reimbursement of expenses must be turned in within thirty days of the completion of travel. Receipts must be attached for any expenditures in excess of twenty-five dollars. Detailed hotel receipts for lodging expenditures must be attached regardless of amount.

II. Travel – Air Travel

- A. BCBSNC's approved class of service for air travel is coach or economy. First class fares are reimbursable if the height, weight or physical disability warrants more spacious seating arrangements. Pre-approval of first class arrangements for the reasons stated above will be required by BCBSNC.
- B. Any purchase of personal accident insurance is not a reimbursable expense.
- C. BCBSNC will not reimburse for expenses relating to airport lounge club memberships.
- D. BCBSNC will not absorb the expense for excess luggage unless such expense has been pre approved by the BCBSNC Business Owner.
- E. Frequent Flyer miles can be used to upgrade an airline ticket to first-class.
- F. Airline tickets should be purchased at least seven days in advance when possible to obtain a lower fare.
- G. BCBSNC will reimburse for only the lowest readily available airfare while providing for the most expedient route and reasonable travel times.
- H. If VENDOR is traveling and elects to stay over Saturday night in order to obtain a reduced airfare, they may use up to the amount saved on lodging, food, etc., that would be reimbursable under normal circumstances (i.e., applicable per diems and other documentation requirements apply). This includes only the contracted employee of VENDOR.

III. Travel – Ground Transportation

BCBSNC reimburses the current federal automobile mileage rate (per the current Federal Tax Guide) to VENDOR when they use their personal auto in the conduct of BCBSNC's business. When traveling in out-of-town areas on BCBSNC business, common sense should dictate the mode of transportation – public transportation, taxi, or rental car. Consideration should be given to local conditions such as:

Efficiency, quality, safety, security and timeliness of public transportation.

Familiarity of the location.

Distance from the place of work or hotel.

Duration of the visit.

Number of people involved.

- A. Personal automobiles should be used on trips of less than one hundred fifty miles (round trip) with reimbursement at the IRS allowable rate. A rental car is preferred for driving trips of more than one hundred fifty miles.
- B. BCBSNC will process mileage reimbursements for \$15 or more. Any short mileage business trips should be combined and submitted for reimbursement only after meeting the \$15 limit or at the end of the VENDOR's engagement with BCBSNC.
- C. Rental cars should be limited to trips longer than one hundred fifty miles and instances where such method of transportation represents the best form in terms of both convenience and cost. The following items should be adhered to when renting a car:
 - Cars should be turned in as soon as possible.
 - Rental cars should be shared whenever possible.
 - The standard rental cars are mid-sized. Luxury cars should not be rented!
 - The receipt must be attached to the reimbursement request.
- D. If two or more employees of VENDOR are traveling together, they are encouraged to share taxis whenever possible. Receipts are necessary for taxi fares when the fare is \$25 or greater.
- E. All expenditures for parking and tolls will be fully reimbursed if incurred on BCBSNC business.
- F. Fines for moving and parking violations will not be reimbursed under any circumstances.

IV. Travel – Out-of-town Lodging and Meals

BCBSNC will reimburse reasonable and necessary lodging and meal expenses to employees of VENDOR who travel overnight on BCBSNC business.

- A. VENDOR traveling on BCBSNC business are encouraged to engage in meals at moderately priced restaurants. Basic good judgment should be used in the selection of services to be reimbursed at BCBSNC expense.
- B. Personal entertainment expenses, such as in-room movies, are not reimbursable.
- C. Laundry and dry cleaning are reimbursable only if VENDOR is out-of-town longer than four continuous days.
- D. The per diem for food is \$45 per day.

V. Travel – Miscellaneous

- A. VENDOR will not be reimbursed for personal entertainment expenses and any gratuities.
- B. If VENDOR's luggage is lost during travel on BCBSNC business, VENDOR should seek reimbursement directly with the hotel or airline involved.
- C. Expenses relating to personal grooming, such as haircuts, are not reimbursable by BCBSNC under any circumstances.
- D. Boarding and care of pets while a VENDOR travels is not reimbursable by BCBSNC.
- E. Expenses related to family care while a VENDOR and spouse are traveling together on BCBSNC business are not reimbursable. Neither are gifts or other remuneration to relatives performing baby-sitting services reimbursable.
- F. If VENDOR stays with friends or relatives in lieu of a hotel, any meals or gifts purchased for the hosts are not reimbursable by BCBSNC.