

Appendix A

Guide to BIPI Travel & Reimbursement Policy

Restaurant Venue/Hotel Selection

- City must be conducive to efficient travel arrangements for participants
- Hotel must be a business hotel with suitable requirements of the intended purpose of the meeting
- Room rates for attendees' rooms must not exceed \$300.00/night (Excluding taxes and other service charges)
- Luxury hotels and locations known for recreational activities should be avoided
- Five star/five-diamond hotels and restaurants are not acceptable, regardless of the negotiated rates. Additionally, restaurants like Morton's, Ruth Chris and Hotels like The Plaza, Waldorf Astoria, Ritz Carlton, and Four Seasons Hotels, etc. are not acceptable, regardless of the negotiated rate.

Meal Expenses

- Health care professionals should adhere to the following meal expenses per person shall not exceed the following limits:
 - Breakfast \$50.00
 - Lunch \$50.00
 - Dinner \$145.00
- Per person meal expense must include all of the following:
 - Food and beverage
 - Tax
 - Tip
 - Cost of rental fees for any tables, chairs, dishes, etc.
- Does not include:
 - Cost of renting a room
 - Cost of AV presentation equipment
 - Speaker fees
 - Administrative fees
- Travel Meals per person to accommodate late arrivals or departures shall not exceed the following limits:
 - Breakfast \$15.00
 - Lunch \$15.00
 - Dinner \$35.00
- Bar charges will not be reimbursed unless participants and business purpose are specified

Air Travel

- Health care professionals should adhere to the following air travel policy as established for employees:
 - Flights less than 4 hours – coach
 - Both Coach and Business Class are allowed for international flights over 4 hours.
 - No First Class
- BIPI cannot pay for/reimburse expenses in connection with health care professionals who fly their own planes to meetings.

Ground transportation

- No Limousines
- Use of personal car, rental car, taxi, or shared ground transportation is preferred

The following expenses will NOT be covered:

- First class airfare
- Limousines
- Travel expenses to/from BIPi's Ridgefield, CT offices for normal client meetings
- Car service home and meals for Grantee's or Grantee's subcontractors' employees who work late in their home office (most typical in New York City offices)
- In room movies
- Mini bar charges
- Bar charges