

TRAVEL REIMBURSEMENT POLICY

Mitchell MCN will reimburse for related travel expenses that are not paid directly by Mitchell MCN to facilitate examination performance. Mitchell MCN reserves the right to decline, reduce, or require additional documentation for any submitted expenses.

The local Mitchell MCN office manager approves all bills for travel to their respective offices. Consultants may book their own accommodations and submit expense forms with receipts for reimbursement. Expense forms are provided by the local office manager. All reimbursement requests should be submitted in a timely manner. Requests submitted 60 or more days after occurrence will not be honored.

Hotels: Mitchell MCN will reserve rooms for consultants at the preferred hotel that is convenient to each for our offices. Hotels are instructed to bill Mitchell MCN for room and tax; and obtain a credit card from the consultant for other charges (including room service, movies, phone, mini bar, etc.). Mitchell MCN's preferred payment method is to have the hotel bill Mitchell MCN directly. If a consultant chooses his or her own hotel, Mitchell MCN will limit reimbursement to the price of its preferred hotel(s).

Flights: Consultants may book their own flights and submit expense forms for reimbursement. Flights must be reasonable and booked well in advance of travel, upon scheduling of the consultant's time (i.e. booked sufficiently in advance to avoid high fares, coach class only). Consultants may fly their own airplanes and submit their flight time (subject to audit at Mitchell MCN discretion) on an expense form. Mitchell MCN reimburses flight time at the approved hourly rate (currently \$100.00 per hour), not to exceed the cost of a commercial ticket.

Airport Parking: For one-day travel, parking at SeaTac will be reimbursed at the rate of the main lot, with a receipt required*. For more than one day, it is expected that the consultant use an off-site lot that provides shuttle services to the airport.

Mileage: Consultants that drive a substantial distance (exceeding 50 miles round trip) to work in an office outside of their geographic area may submit an expense form for reimbursement. Mitchell MCN reimburses the doctor at the Mitchell MCN approved mileage rate (currently \$0.58 per mile).

Car Rental: If the consultant is flying in from out of town to work in only one Mitchell MCN office, it is preferred that the provider not rent a car, and instead use a taxicab or rideshare service for transportation between the airport, the office, and hotel if staying overnight. If the consultant is flying in from out of town for working in multiple Mitchell MCN offices on the same business trip and needs a car to travel between them, expenses for renting a car shall be reimbursed.

Meals: Consultant lunches are provided at Mitchell MCN expense. Other meals are to be reimbursed for reasonable expenses not to exceed \$40 per day, with receipt required.

Additional Parameters: If a consultant is staying overnight, it is the consultant's responsibility to only charge for travel relating to Mitchell MCN business. If the consultant is engaging in non-Mitchell MCN business during a trip, Mitchell MCN should be informed and the expenses divided appropriately.