

**TRAVEL AND EXPENSE GUIDELINES
FOR VENDORS, CONTRACTORS AND SUPPLIERS**

A. Definitions:

“KP” means the integrated health care delivery organization doing business as Kaiser Permanente®, which includes Kaiser Foundation Health Plan, Inc. and its subsidiaries, Kaiser Foundation Hospitals, and the Permanente Medical Groups.

“Supplier” means a vendor, contractor or supplier who is providing goods and/or services to KP.

B. Purpose

The purpose of this document is to specify the requirements for Suppliers to obtain reimbursement for travel and associated expenses incurred while providing goods/services to KP.

C. Scope/Coverage

This document applies to a Supplier retained by KP to supply the following goods/services to KP:

1. Medical products and services;
2. Business products and professional services;
3. Consulting services;
4. Capital equipment and services;
5. All Information Technology (IT) related hardware, software, products, and services; and
6. Other products and services as specified by KP.

D. Provisions

Supplier will only be reimbursed for travel and other related expenses incurred while providing Services to KP if such reimbursement has been clearly agreed in writing in a contract or statement of work and is compliant with these requirements.

In order to obtain reimbursement for travel and related expenses, Supplier must submit expense documentation that includes line item detail such as the date the expense was incurred, the name of person incurring the expense, the purpose of the expense, the amount of the expense, and for travel by automobile, the starting place, ending place, and the mileage. The format of the Supplier’s reporting documentation must be acceptable to KP. KP may reject for payment, unreasonable or undocumented travel and expense reimbursement submission or expense documentation submitted more than sixty (60) days after the end of the month in which the expenses were incurred.

Unless otherwise agreed in writing for extraordinary circumstances, KP will only reimburse Supplier for its actual travel and related expenses incurred without markup not to exceed ten percent (10%) of the professional fees for the Services to which the expenses relate.

KP will not reimburse Supplier for temporary living expenses for any Supplier personnel unless specifically agreed in the SOW or contract.

Documentation of staff time spent on Services will be made available upon KP’s request. Guidelines for assistance in determining reasonable expense rates may be referenced in the then-current rates reflected in the United States Federal Register by city and state.

If Supplier is able to obtain a discount for any expense (such as air travel, auto rental, hotel or meals) that exceeds KP’s discount for that expense, Supplier will use its greater discount for expenses incurred performing Services under a SOW or contract.

Air Travel: KP will reimburse Supplier for staff air travel at coach rates. Non-refundable tickets should be chosen over higher priced refundable tickets when practical. A refundable ticket may be purchased only when your schedule or the date of the business event is likely to change. Trips by Supplier staff will be booked as far in advance as possible to receive the maximum discount from the airlines.

Auto Rental: KP will reimburse Supplier for staff auto rental at no more than compact car rates.

Mileage: KP will not reimburse Supplier personnel for commuting mileage or mileage from a Supplier site to a KP facility where services are primarily performed. KP will reimburse mileage at the IRS mileage rate if KP requires Supplier to travel from a primary KP facility to one or more secondary KP facilities during a given workday.

Other Ground Transportation: KP will reimburse Supplier for actual taxi, rideshare, shuttle, or transit costs. Use of a private sedan or car service is reimbursed only if the cost is the equivalent amount of a ride share or taxi fare for the same trip, or if other ground transportation does not meet business requirements.

Hotels: KP will reimburse Supplier for staff expenses incurred for hotel costs (room and tax). This reimbursement will be for single rooms only, and specifically excludes suites, office space and services, movie charges, health club charges, laundry, personal toiletries, luggage, mini bar and similar non-essential lodging charges. If possible and practical, Supplier should stay at KP preferred hotels.

Meals with an Overnight Stay. KP will reimburse Supplier for individual staff meal expenses (excluding alcohol) incurred during business travel requiring an overnight stay. If this requirement is met, actual and reasonable meal expenses, not to exceed the daily limit of \$120, including tax and tip, are reimbursed.

Travel Time: Supplier's staff travel time (in-flight, ground transportation etc.) is not a billable charge, except that KP will reimburse for Supplier's travel time if travel is required by KP as a function of their engagement and is specified in the contract/SOW (e.g., Supplier's technicians are required to travel to various KP sites as part of their work).

Communications: KP will not reimburse Supplier for phone or wireless device usage or service, including without limitation cell phones, PDAs or company provided wireless devices.

Receipts: Supplier will provide full explanations of expenses and receipts for all meals, airline tickets, hotels, ground transportation, and other expenses.

Invoicing and Payment: Supplier's reimbursable expenses should be invoiced in accordance with the written contract or statement of work. Supplier will not accept KP employee personal funds or KP issued credit cards as payment for Supplier's incurred travel expenses. INVOICES WILL BE REJECTED IF EXPENSE RECEIPTS AND/OR PRE-APPROVAL DOCUMENTATION IS MISSING.