

**LIFESPAN**  
**Abbreviated Travel Guide**  
**November 2015**

1. Original itemized receipts are required for travel, lodging, and all other business travel expenses greater than \$25.

If proof of payment on the original receipt is unclear, additional documentation will be required (for example, cancelled check image or copy of credit card statement).

2. Air travel will be reimbursed for coach class rates only.
  - Paper tickets - retain and submit "passenger receipt".
  - E-tickets - print and submit flight itinerary/confirmation reflecting purchase price and form of payment.
3. Itemized hotel bills identifying dates of the stay and any ancillary charges must be submitted with the Employee Expense Reimbursement Voucher.
4. Itemized meal receipts are required.
5. Non-reimbursable expenses include but are not limited to:
  - Expenses incurred by a guest of the Lifespan employee
  - Entertainment including music, spectator, and sporting event costs
  - In-room movies, spa fees, and air club memberships
  - Laundry
  - Parking violations
  - Seat upgrades from coach class
6. When attending a conference or seminar, a copy of the program schedule or agenda must be submitted with the Employee Expense Reimbursement Voucher.
7. Ground transportation is reimbursed based upon the least expensive means. Automobile rental while on Lifespan business will be reimbursed when it is the only available mode of transportation or if it results in documented savings (written explanation required). The employee must also purchase a Bodily Injury and Physical Damage Comprehensive and Collision insurance policy from the car rental agency (if not provided by the employee's credit card company). Insurance premiums paid will be reimbursed.
8. A travel advance may be obtained under extenuating circumstances.

Travel advances should be settled within 60 days from the date of return via submission of an Employee Expense Reimbursement Voucher to the Accounts Payable Department. Future advances or reimbursements will not be processed until outstanding advances are settled.
9. The Employee Expense Reimbursement Voucher must be legibly signed by the employee seeking reimbursement and the employee's immediate supervisor or designee.
10. International travel must be approved in advance by a Senior Vice President. Employee Expense Reimbursement Vouchers should be converted to U.S. dollars prior to submission to Finance.

**Reference should be made to the Lifespan Travel Policy (LS-17) for more detailed information.**