

## **Travel & Expense Reimbursement Policy for Healthcare Professionals Attending Company-Sponsored Educational Meetings**

Convatec, Inc. relies on external experts to educate their colleagues on our products' safe and effective use. Further, healthcare professionals (HCPs) may require training and practice on medical devices and technology prior to the safe use of the technology on patients. Since HCPs are best qualified to educate their peers on methods and techniques that would optimally benefit patients, Convatec engages external experts to provide education and training services to their colleagues.

Though many education and training events can be offered virtually or locally, some events require travel for both HCP educational event attendees. In such cases, Convatec stipulates the following guidelines regarding travel and expense reimbursement for HCPs.

- Coach-class airfare only. We cannot reimburse First-class or Business-class air travel.
- Mileage will be reimbursed at government established rate (currently \$0.625) for those who choose to drive rather than fly (applicable to local or near local HCPs).
- Rental car fees are not reimbursable.
- Taxi, Uber, Lyft, Shuttle Services associated with transportation to/from airport to hotel, as well as to/from hotel to event site (in the occurrence that the hotel is not the event site).
- Lodging will be provided before the event if the HCP is unable to drive to the event and must arrive the night before the event begins. After the event concludes, if the HCP is unable to return to their home or home airport by 9:00 pm, an additional night's lodging may be provided.
- Parking-fees associated with the event.
- Meals during transportation to/from the event. (Please see limits listed in chart below.)

HCP Meal Spend Limits	
<i>Tax and Gratuity are included in the per person limit</i>	
Breakfast	\$30
Lunch	\$30
Dinner	\$65

To be reimbursed for expenses, the following forms will need to be submitted by/from HCP attendee:

- Completed W-9
- ACH/Direct Deposit Form (This form will be provided.)
- Completed HCP Travel & Expense Reimbursement form (This form will be provided.)
- Itemized receipts associated with expenses submitted.

Please submit these completed documents via email to the Convatec Medical Education Team (Betsy Spring [betsy.spring@convatec.com](mailto:betsy.spring@convatec.com) or Megan Day [megan.day@convatec.com](mailto:megan.day@convatec.com)). The reimbursement will be processed within 7-10 business days and paid via ACH/Direct Deposit.

***Please note: We are only authorized to issue reimbursement to the HCP in attendance for an educational/training event. We are prohibited from paying for or reimbursing any expense incurred by an HCP attendee spouse or guest, regardless of their relationship.***



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