



DATE: 05/01/2024

AngioAdvancements' Expense Policy for Independent Sales Representatives

Purpose: This policy is designed to ensure that expenses incurred by sales representatives attending national Conference events on behalf of AngioAdvancements are reasonable, appropriate, and in alignment with company objectives. It acknowledges the valuable time representatives invest in representing the company at such events, for which they are compensated. This policy provides guidelines for managing additional incurred expenses in a manner that respects both the needs of the representatives and the financial integrity of the company.

Scope: This policy applies to all independent sales representatives, including those in managerial positions. This policy does not apply to one-day NCVH conferences that are within the Sales Representative's territory.

1. General Guidelines

- Expenses must be ordinary, necessary, and directly related to the business activities of AngioAdvancements.
- Representatives are expected to spend company money as carefully as they would their own.
- All expenses must be supported by a detailed receipt or invoice.

2. Travel and Accommodation

- **Airfare:** Economy class airfare will be covered for travel to and from the conference. All flights being booked must be approved in advance by AngioAdvancements.
- **Hotel Accommodations:** Room and tax charges for standard accommodations are covered for the duration of the event. Any additional charges (e.g., room service, movies, mini-bar) are the responsibility of the representative.
- **Ground Transportation:** Reimbursement includes taxi, rideshare (Uber, Lyft), or car rental costs associated with business-related travel, including transportation to and from the airport and event venue.
- **Mileage:** For representatives choosing to drive their personal vehicle to events, mileage will be reimbursed at a rate of \$0.65 per mile. This covers the distance from the representative's home or office to the event location and back.
- **Parking:** Parking fees are reimbursable when using personal or rental vehicles for business-related activities.



3. Meal Expenses

- **Daily Limits:** Meals are often provided by the conference event. A maximum daily meal allowance of \$60 per representative will be provided for the duration of the conference or event. Meal allowances do not carry from one day to the next.
- **Types of Meals Covered:** Meal expenses are limited to personal meals only. Representatives are not permitted to charge business entertainment or meals with clients to the company under this allowance.
- **Alcohol:** The purchase of alcoholic beverages will not be reimbursed. *Note: If a meal includes a beer, and does not exceed the daily allowance, it will be reimbursed.

4. Approval and Reporting

- **Pre-Approval:** Expenses anticipated to exceed the daily meal allowance or other types of expenses must be pre-approved. Representatives should submit a request via email at least 3 days before the expense is incurred.
- **Expense Reporting:** Representatives must submit an expense report within 10 business days following the conclusion of the event. Representatives are expected to utilize only the Excel document entitled, "AngioAdvancements' Expense Reimbursement Report" to report expenses for reimbursement. Itemized receipts for all expenditures should be included.

5. Non-Compliance

- Expenses that exceed Policy limits without prior approval or are not adequately substantiated with receipts will be the responsibility of the representative and will not be reimbursed.

6. Exceptions

- Any exceptions to this policy must be approved in advance by AngioAdvancements.

7. Policy Updates

- AngioAdvancements reserves the right to update this policy as necessary. Representatives will be notified of any changes that may affect their spending.

Implementation: This policy will be implemented immediately and will be reviewed annually for necessary updates.

Acknowledgement: All representatives are required to acknowledge receipt and understanding of this expense policy. Thank you for your support!

Contact for Exceptions:

For requests for exemptions to the policy, please contact Kim Levy at Klevy@angioadvancements.com