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## STXBP1 STARR Patient Assistance Program Travel Reimbursement Policy

**PLEASE READ THE POLICY CAREFULLY. Reimbursement will be given for eligible expenses ONLY.**

This policy is intended to provide for reimbursement of reasonable and necessary expenses of persons travelling for STARR purposes. It is intended that persons be afforded travel and accommodation arrangements which are comfortable and of good quality.

Reimbursement will be made based on this policy and the travel allotment of \$2,000 annually (rolling 12 months) per family. Expenses incurred in excess of the travel allotment **cannot be reimbursed**. It is expected that all families will travel to the STARR site closest to their place of residence. Reimbursement will be eligible for the patient, 2 family members and 1 additional caregiver if medically necessary.

### **ALLOWABLE EXPENSES**

#### **TRANSPORTATION**

*Receipt Requirement: For all transportation options below, with the exception of Item 2 below (Use of Owned Vehicle), itemized receipts which would indicate the method of payment, amount paid by claimant and the total amount submitted for reimbursement MUST be submitted with expense claims.*

##### **1. Air Travel**

Because significant savings can be realized by making reservations in advance, travelers should plan their travel at least 21 days prior to departure, if possible. Families are expected to book economy air fare when making travel reservations.

##### **2. Use of Owned Vehicle**

The current rate of reimbursement is fixed at \$0.65 per mile and additional costs such as tolls and parking are eligible to be reimbursed when supported by receipt and proof of payment. Google Map round-trip mileage indicating home address of family and address of the study site will be used to calculate mileage.

##### **3. Ground Transportation**

Travelers will be reimbursed for ordinary and reasonably priced ground transportation (“authorized taxi expenses”) including to and from airports and transportation between the traveler’s hotel and other points of travel.

Public transportation in metropolitan areas and rideshare options (e.g., Uber, Lyft, taxi) should be used whenever possible to realize greater savings and convenience rather than renting a car.

#### **4. Rental Car**

Travelers are expected to book mid-size cars and may take advantage of complimentary upgrades if offered. Travelers may only book rental cars if they have their own auto insurance that covers rentals and therefore must decline all rental car insurance coverage offered by the rental agency. The length of the rental car visit should be for no more than three days unless extenuating circumstances occur.

Any parking and fuel costs are reimbursable with itemized receipts. Fuel costs will be reimbursed when refueled prior to returned car to the rental car company, fuel is not to be obtained from the rental car company.

### **ACCOMMODATIONS**

*Receipt Requirement: The final itemized hotel bill, which reflects all charges made to the room, is required for reimbursement.*

The lowest cost option suitable hotel should be used, with a cap of \$200 per night. The maximum reimbursable expense will be for two hotel nights, depending upon the scheduling of tests at each visit and flight schedules unless extenuating circumstances occur.

### **MEALS**

*Receipt Requirement: No receipts are required.*

Travelers may obtain reimbursement for meals using per diems. Meal costs will be reimbursed up to \$75 per person per day. For partial days, the suggested distribution is \$15/breakfast, \$25/lunch and \$35/dinner.

### **MISCELLANEOUS:**

STARR will not reimburse families for telephone calls, internet, alcoholic beverages, entertainment, laundry, unauthorized taxi expenses and any unexplained miscellaneous expenses.

### **How to get reimbursed for expenses**

Travel expenses can be reimbursed only by submitting a properly completed travel expense reimbursement form (ERF). This form, accompanied by original documents and a completed W-9 form, should be submitted within 15 working days following completion of the STARR visit. The ERF is located on the STARR Website at [www.stxbp1disorders.org/STARR](http://www.stxbp1disorders.org/STARR)

**Please read the Travel Reimbursement Policy carefully** for reimbursable expenses and required documentation for your claim submission. Incomplete claims will be RETURNED. The ERF should be completed and submitted with scanned documentation and receipts and sent to [finance@stxbp1disorders.org](mailto:finance@stxbp1disorders.org).