



U.S. Speaker & Consultant Business Travel and Out-Of-Pocket Expense Reimbursement Guidelines

All travel arrangements and out-of-pocket expense submissions for Speakers and Consultants traveling on behalf of BMS must be in accordance with BMS Policy.

Booking Travel

- BMS Logistics Supplier is the designated travel agency for all BMS travelers and will contact the speaker/consultant directly to arrange the entire travel itinerary.
- BMS travelers must use the BMS Logistics Supplier to book airline tickets, hotel accommodations, ground transportation and/or rental car.
- BMS utilizes preferred airline carriers, hotels and car rental agencies when booking travel.

Out-of-Pocket Expense Reimbursement

- BMS requires original itemized receipts for reimbursement of expenses.
- The preferred method of payment is by credit card. If cash is used, itemized receipts require the establishment name, date, and when applicable, time stamp.
- Expenses should be submitted within 2 weeks after the speaker program or consultant engagement but no later than 30 days. Submissions beyond this timeline could result in BMS not reimbursing expenses.
- Please note that miscellaneous items such as computer equipment, adapters, and office supplies are not reimbursable expenses.
- BMS will only reimburse expenses that are accurate, appropriate, and reconcilable and submitted for the traveler who incurred the expense and relevant to the services provided.
- BMS conducts periodic reviews of travel and out-of-pocket expenses and may request additional documentation.
- BMS will not reimburse for any unapproved exceptions as noted on the following page.



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Category	Reimbursable Expenses	Non - Reimbursable Expenses <i>(not intended to be all-inclusive)</i>
Meals	<ul style="list-style-type: none"> • Out-Of-Pocket Meals within BMS limits (or equivalent in the country's currency), Breakfast = \$30; Lunch = \$50; Dinner = \$100 (definition of a meal includes modest/reasonable food items, beverage, tax and gratuity. (Gratuity should not exceed 20%) • Only the Speaker's or Consultant's meal is eligible for reimbursement • Meals may be reimbursed that are incurred within a reasonable period en route to and from the event 	<ul style="list-style-type: none"> • Meal cost above the BMS limits • Meals not related to BMS activity • Meals consumed by individuals other than Speaker or Consultant • When group meals are provided, if travelers partake in the group meal (i.e. speaker program dinner), individual meals may not be reimbursed.
Air Travel	<ul style="list-style-type: none"> • Airline tickets must be booked by BMS Logistics Supplier • One (1) checked bag at the rate charged by ticketed airline • Traveler should use reasonable parking accommodations • Internet costs 	<ul style="list-style-type: none"> • Airfare not purchased by BMS Logistics Supplier • Upgrades or change in class of travel (e.g. seat upgrades, extra legroom, coach to business travel) • Expenses incurred due to a change or extensions in itinerary not resulting from a request by BMS
Hotel	<ul style="list-style-type: none"> • Hotel must be booked by BMS Logistics Supplier at the standard room rate • Hotel parking fees • Internet costs 	<ul style="list-style-type: none"> • Amenity expenses (e.g. in-room entertainment, mini bar, phone calls, laundry services, health club, etc.) • Room upgrades • BMS will not book a hotel that is a "five star", lavish or primarily associated with entertainment, recreation or resort-like amenities (e.g. amusement parks, casinos, racetracks, ski-lodges, etc.)
Ground Transportation	<ul style="list-style-type: none"> • All travelers must use the most economical form of ground transportation where practical (e.g. Taxi, Uber, personal car). There may be occasions when the BMS Logistics Supplier will arrange ground transportation. • Mileage for personal car use (at IRS Standard Mileage rates), parking and tolls 	<ul style="list-style-type: none"> • Traffic violations • Hired car services (i.e. sedan) not arranged by BMS Logistics Supplier are not reimbursable unless extenuating circumstances exist, such as travel safety