

Cedars-Sinai Travel Expense Reimbursement Rules

1. All air travel shall be booked using standard coach airfares on regularly scheduled flights on nationally and/or internationally recognized carriers, and Vendor shall use reasonable efforts to arrange for favorable airfares, including making the applicable reservations as far in advance as possible to take advantage of the lowest possible fares and discounts.
2. All lodging shall be booked with moderately priced accommodations in hotels generally known for business-related amenities (such as Marriott®, Holiday Inn® and the like).
3. All local (ground) transportation shall be made by renting compact or mid-sized cars (when Vendor reasonably determines that rental cars would be more economical (in terms of time, convenience and/or cost) than taxi cabs, shuttle services, rail or bus). Vendor may use ride-sharing options such as Uber or Lyft (when Vendor reasonably determines that such options would be more economical (in terms of time, convenience and/or cost) than rental cars or taxis).
4. All meals shall be eaten at reasonably priced restaurants. In no event shall meals and incidental expenses exceed the per diem rate for Vendor's primary destination currently established by the Internal Revenue Service (available at <http://www.gsa.gov/portal/category/21287>).
5. Any travel, lodging or meal expenses incurred outside of these rules must be approved by Cedars-Sinai in advance or will not be reimbursable.
6. In no event will Cedars-Sinai be responsible for:
 - (a) any expenses that do not have receipts, invoices or other documentation supporting same;
 - (b) airline or other travel insurance; air phone charges; personal cellular telephone charges; travel expenses for spouses, significant others, relatives or children; additional insurance coverage obtained through a rental car company; rental car company gasoline refueling charges; annual fees for membership miles or clubs; baby-sitter fees; barbers or hairdressers; valet parking charges; kennel costs for pets; sporting equipment, suitcases or other office supplies purchased for travel; doctor bills, prescriptions or other medical services; business clothing; luggage that is lost or delayed by any airlines; dry-cleaning or laundry expenses; or ATM charges;
 - (c) "mini-bar" charges; in-room movies, internet access (unless directly related to the Services hereunder), video games; hotel expenses incurred from failure to cancel reservations ("no show" charges); hotel business center charges (unless directly related to the Services hereunder); hotel spa or fitness center charges or toiletry or sundry items (such as toothbrushes, toothpaste, deodorant, make-up, etc.); or
 - (d) any expenses that exceed, in the aggregate, an amount that Cedars-Sinai, in the exercise of its reasonable judgment, believes are excessive when compared to the total fees paid to Vendor in connection with the Services provided hereunder.