



## Personal Care Travel Reimbursement Policy

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### I. Objective

SalesLabX remains committed to removing barriers and providing comprehensive access to quality and affordable personal care for all of our team members, no matter where they live. This policy was developed so that team members may have more affordable access to receive similar levels of personal care in another location. We have therefore established this policy and put in place processes so that a team member, who may be unable to access personal care within reasonable distance, may have the opportunity to reduce the potential for added out-of-pocket expenses to obtain such services elsewhere.

This travel benefit covers a wide range of personal care needs when comparable services are not reasonably available to the team member.

### II. Policy Brief & Scope

This personal care travel reimbursement policy **allows for the reimbursement of certain necessary travel and lodging expenses** for the person receiving personal care needs when the care needs are associated with a personal care treatment performed by a licensed and/or certified professional **and such services are not otherwise reasonably available to the team member.**

Full-time team members that have achieved the first **90-days of employment** are eligible for reimbursement under this policy **up to a maximum benefit of \$4,000.00 every 5 years of full tenure at SalesLabX.** Travel expenses can be covered only when the services are not otherwise reasonably available to the participant.

### III. Reimbursable Services Under This Policy

Our team member travel reimbursement policy includes reimbursement for:

- Travel, lodging, and meal expenses incurred to receive personal care by a licensed or certified professional care provider.
- Ambulance service and other travel costs to get professional personal care. If you used your own car, you may claim what you spent for gas and oil to go to and from the place you received the care. Add parking and tolls to the amount you claim under either method.



#### **Expense reimbursement disclosures:**

1. Team members need to understand that the reimbursements under this policy are considered additional income to the team member. As such, **reimbursements made under this policy will be deemed as additional income** to the team member and will be subject to all withholding and other applicable taxation as income.
2. Except when a proper reimbursement request is made by a team member under this policy, no funds otherwise made available under this policy will be paid to the team member at any time, including at the termination of the employment relationship.
3. SalesLabX reserves the right to review and verify any requested reimbursement with a licensed care provider before issuing the reimbursement.
4. SalesLabX does not provide advance payment for travel expenses.
5. SalesLabX has full authority to approve or deny all or part of your travel expenses. All decisions by SalesLabX shall be final and not subject to any right to appeal.
6. All expense reimbursements must be requested within the month of the expense date. **A grace period of one week (7 calendar days) is allowed if the expense was made in a previous month.** If the expense is requested more than one week after the month when the expense was incurred, it may not be reimbursed.
7. Expenses may not be reimbursed if any of the required information, when submitting a request for reimbursement, is missing.
8. The personal care travel reimbursement under this policy must show that the person receiving care is a SalesLabX team member.

**SalesLabX reserves the right to provide reimbursement under this policy for reasons other than those stated above in its sole discretion.**

## **IV. Procedure**

To request personal care travel reimbursements, team members must:

1. [Complete this form](#) to submit a statement of the amount of the expense and a statement regarding the dates of care and location of care from a licensed or certified provider before any reimbursement is made under this policy. This will be reviewed by SLX People Operations.

***Team members should not submit any information regarding the reason for or any details of the care provided to the team member.*** Although any communication from the team member is strictly confidential, we advise team members to be careful with what



they disclose through email, or any other communication method, that may compromise their confidentiality or otherwise disclose protected personal health information. When in doubt, team members should contact People Ops at [hr@saleslabx.com](mailto:hr@saleslabx.com).

2. After review of your request by People Ops, you will be notified via email on next steps and whether your reimbursement request is approved. If approved, you will receive reimbursement via direct deposit within a month of your request approval date.

## V. Additional Information

Our organization will handle this Personal Care Travel Reimbursement Policy with attention to, and compliance with, relevant legal guidelines.

We want to ensure that our personal care travel reimbursement policy meets team member and organization needs. For this reason, we will establish a regular review cycle for this policy. This may include sending out an anonymous survey asking team members for feedback and ideas.

SalesLabX reserves the sole discretion and right to amend, change, or otherwise discontinue this policy at any time for any reason or no reason.

Nothing in this policy shall be interpreted as creating any specific terms or conditions of the team member's employment by SalesLabX which shall be "at-will" unless otherwise agreed to in writing and signed by the team member and an officer of SalesLabX with authority to enter into such an agreement.

Please contact [hr@saleslabx.com](mailto:hr@saleslabx.com) for any questions, feedback, and/or more information about this policy.