

SPORTS MEDICINE, INC.

Policy: Travel Reimbursement

Employees will be reimbursed for official company business

58 cents/mile will be reimbursed to anyone traveling inter-office as requested by OPT Management


This includes:

- a. Travel to additional clinics
- b. Banking and purchasing travel

Travel logs must be turned in to the Administrative Assistant by the Friday before the end of the pay period.

Travel logs not submitted by designated time or will not be reimbursed.

Written: 11/1997
Approved: 11/1997
Reviewed/Revised: 2/1998
Signature:
Reviewed/Revised: 8/2010
Signature:

Reviewed/Revised: 2/2019
Signature: 
Date Signed: 8/20/19

Reviewed/Revised: 1/1998
Signature:
Reviewed/Revised: 1/1999
Signature:
Reviewed/Revised: 6/2015
Signature:

Reviewed/Revised:
Signature:
Date Signed: