Professional Expense Reimbursement Policy (PEP)

Policy Statement
This policy is consistent with IRS regulations and allows physicians and podiatrists ("physicians") to exercise their choice and discretion in applying for membership in professional and national societies and associations. It also allows physicians to be reimbursed for the expense of medical education programs and for certain items that are required in order to practice medicine.

Policy
1. Amount of Benefit
   1.1. Shareholder and shareholder-track physicians receive a $2,000 allowance each calendar year prorated based hire and termination dates.

2. Reimbursable Items
   2.1. Dues and application fees paid for membership in professional societies, such as the American Medical Association, American Podiatric Medical Association, American College of Physicians, and American Osteopathic Association.
   2.2. Dues to local or state medical societies are not paid through PEP funds with the exception of local dues in the Commonwealth of Virginia. Other local and state medical society dues are paid by MAPMG directly according to the following guidelines:
      2.2.1. District of Columbia: local dues are paid by MAPMG.
      2.2.2. State of Maryland: Both local and state medical society dues are paid by MAPMG.
      2.2.3. Commonwealth of Virginia: Commonwealth dues are paid by MAPMG; local dues are reimbursed through PEP funds.
   2.3. Initial board certification exams and associated costs (e.g. application fees, one day of travel expenses [excluding meals, personal auto mileage and gasoline for rental cars]) provided these expenses are incurred after the physician’s date of hire with MAPMG.
   2.4. Expenses associated with board recertification but not reimbursable under the “Board Recertification Reimbursement Policy”, such as travel, and lodging or non-required self study classes or modules.
   2.5. Professional journals
   2.6. Practice-related reference materials and program software (e.g. text books, CD-ROMs, eBooks, smart phone apps, and “Up-To-Date” subscriptions)
   2.7. Registration fees for Continuing Medical Education (CME) incurred after the physician’s date of hire with MAPMG. CME courses are defined as ones that earn CME credit.
2.8. Other work-related education conferences or programs, if approved by the PIC in writing, and if an evident benefit to MAPMG.

2.9. Stethoscopes and surgical loupes

2.10. Travel expenses (excluding personal auto driving mileage to and from an event)
   2.10.1. to attend educational conferences/programs
   2.10.2. associated with board certification or recertification examinations, and
   2.10.3. basic transportation costs, rental cars (excluding gasoline), airport or other point of departure parking fees, event parking and lodging expenses (including taxes).

Note: When the cost of a program includes travel, lodging and meals, an itemized statement must be requested and only qualifying expenses will be reimbursed.

3. The list of non-reimbursable items includes but is not limited to:
   3.1. Meals
   3.2. Expenses for family members or colleagues
   3.3. Incidental travel costs, such as tips and hotel services
   3.4. Airline or hotel room upgrades
   3.5. Personal auto mileage and gasoline for rental cars
   3.6. Airline club dues
   3.7. All-inclusive travel packages
   3.8. Barber/hairstylist expenses
   3.9. Charitable donations
   3.10. Clearing and laundry for travel trips
   3.11. CME Cruises
   3.12. Frequent traveler program costs
   3.13. Health clubs/spa treatments
   3.15. Kennel fees
   3.16. Late payment and delinquency charges
   3.17. Lost airline tickets
   3.18. Lost luggage, briefcases
   3.19. Personal articles
   3.20. Personal entertainment such as movies, video, headset rental on aircraft or personal reading material
   3.21. Traffic or parking fines
   3.22. Travel expenses associated with online courses

4. Benefit Submissions
   4.1. Expenses for non-conference items must be incurred within the calendar year corresponding to the calendar year of the Educational Expense allowance.
   4.2. Reimbursement for conferences and related expenses will be charged against the annual PEP allowance of the calendar year in which submitted.
   4.3. To obtain reimbursement, physicians must complete and print the online PEP Form, and send with applicable backup documentation to:

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5. Submission Deadlines
   5.1. Requests for non-conference reimbursement must be submitted within 60 days of the date the expense was incurred.
   5.2. In the case of reimbursement for conference registration fees and the related transportation/lodging expenses, requests for reimbursement should be submitted along with the certificate of CME credit or other evidence of attendance and applicable travel-related expenses within 60 days after attendance at the conference.
   5.3. Projected expenses to be incurred between November 1 and December 31 must be reported to the PEP Administrator by November 1 of each calendar year.
   5.4. Expenses incurred in November must be submitted by January 31 of the subsequent year.
   5.5. Expenses incurred in December must be submitted by February 28 of the subsequent year.
   5.6. Annual allowances not used or reported by the stated deadlines will be forfeited.