

Mass General Brigham Travel Expense Requirements for Suppliers/Vendors

As a non-profit, Mass General Brigham Incorporated takes its fiduciary responsibilities very seriously and this focus on reasonable cost containment applies to our vendor community. The following requirements apply to travel expenses being charged to Mass General Brigham and its affiliates:

1. Any time spent by any employee of Business (“Business Employee”) or agents of Business commuting to and from their homes shall not count as time spent in providing any Services to Customer. Any additional time spent by a Business Employee or such agents traveling at the specific request of Customer shall count as time spent in providing Services to Customer. Such time must be pre-approved in writing by Customer in advance and shall be subject to any maximum payment caps agreed upon by the parties for any particular defined project.
2. Travel (airline, railroad, etc.) should always be in coach class, irrespective of trip length.
3. Car rentals must be a standard/full vehicle class or lower unless a different class of car is documented as less expensive. Gas, tolls, insurance and parking fees for rental vehicles will also be reimbursed but not parking tickets, moving violations, etc. If a personal vehicle is being used, mileage will be reimbursed at the federal POV mileage rate (currently \$.545/mile but updated annually) and tolls and parking fees will be reimbursed.
4. Total meals and incidental expenses cannot exceed the federal General Services Administration (GSA) rate set for the region where the work will be performed (available at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>). On travel days the reimbursement will be 75% of the federal per diem for the region.
5. Reasonable accommodations for a standard single room at a mid-range hotel will be reimbursed. Long term accommodations should be pursued whenever financially advantageous.
6. Movie rentals, gym fees, dry cleaning, etc. are not reimbursable nor are phone call expenses not directly related to the project.
7. For unusual situations or expenses, please contact your Mass General Brigham business contact for guidance. They may reference the Mass General Brigham Employee Travel Policy to provide additional detailed guidance.
8. Original receipts must be provided for reimbursement for hotel, car, and plane travel. Meals and incidentals will be paid at the federal per diem unless Customer requests otherwise.