

<b>POLICY TITLE:</b> Travel and Business Expense Reimbursement	
<b>DEPARTMENT:</b> Finance	<b>ORIGINATION DATE:</b> 07/01/2003
<b>CATEGORY:</b> Accounts Payable	<b>EFFECTIVE DATE:</b> 7/19/2012

### SCOPE

This policy applies to all Centura Health facilities, practices, entities and services (“Centura”) and all members of the workforce including, but not limited to, associates, physicians, contractors, and volunteers.

### PURPOSE

1. To establish guidelines for the reimbursement of ordinary and necessary business and educational expenses for Centura associates and members of the Board of Trustees.
2. To comply with Internal Revenue Service (IRS) and Medicare requirements.
3. To provide Centura associates with a reference for corporate travel and business expense reimbursement.

### STATEMENT OF POLICY

It is the responsibility of any manager/executive with approval authority to ensure that associates within their realm of responsibility adhere to Centura’s policies and procedures. The associate completing the expense report is responsible for ensuring that expenses claimed for reimbursement are in accordance with Centura policy. The supervisor’s approval of the expense report is evidence that the supervisor has reviewed the expense report and has determined that the expense report is in compliance with Centura policy.

The associate’s immediate supervisor **must** approve all expense reports. The Chairman of the Board must approve the expense reports for Centura’s President and CEO. No person will sign on behalf of the associate’s supervisor. If the associate’s supervisor is not available on a timely basis for signature, the expense report may be approved your manager’s supervisor. No other person may approve the expense report. At no time will a subordinate of the associate approve an expense report. Photocopies, faxes, or signature stamps are not acceptable forms of approval.

### PROCEDURE

#### General Information

1. This document addresses the more common areas related to travel; however, associates may encounter circumstances that are not described in this policy. It is important for associates to discuss unusual travel/business expense situations with his/her supervisor and obtain approval before expenses are incurred.
2. Associates who are required to be away from home on company business will be reimbursed for all reasonable and necessary transportation, meals, lodging, and communication expenses. Centura will not reimburse non-business entertainment or personal expenses.
3. Associates will be reimbursed for the costs related to the business portion of travel. Associates will not be reimbursed for lodging and other expenses related to time not required for business travel (e.g., leaving a day early or staying a day later for personal purposes). When applicable, conference/meeting agendas should be submitted with expense report documentation as support for the

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lodging, meals, and other expenses submitted for reimbursement. Associates are expected to exercise good judgment when making decisions on the duration of business travel.

4. Associates are expected to be good stewards. All travel accommodations (i.e., air travel, car rentals, and lodging) must be arranged with lowest reasonable cost; however, Centura is generally supportive of associates staying at the hotel where associates are attending a conference even if lower cost options are available.
5. Good business judgment should govern the number of staff traveling, the frequency of travel, and the length of stay.
6. Discretion should be used as to the number of associates traveling on the same aircraft.
7. Original receipts are required for all expenses (including meals and transportation) greater than \$25; however, if an associate loses original receipts, a copy of the associate's credit card statement with a note indicating that the original receipt was lost may be submitted as support for the expenditure.
8. Receipts are to be submitted in a format that will allow them to be scanned into ImageNow easily. We recommend that you tape all four sides of each receipt to an 8 ½ X 11 piece of paper (please tape as many receipts as possible to one page therefore using as few pieces of paper as possible).
9. Expense reports that are not submitted with the receipts ready to be scanned (see #8 above for instructions) will be returned to the employee for correction and will delay reimbursement. AP will not be responsible for organizing receipts.
10. Documentation must be provided to explain and justify any exceptions to Centura policy.
11. Petty cash is not to be used to reimburse associates for business travel expenses.
12. Associates are required to pay for their own travel expenses. Supervisors and/or other associates should not pay for airfare, lodging, or rental cars for another associate. Exceptions due to unusual circumstances require the approval of the applicable senior vice president.

### **Transportation Expenses**

Transportation expenses should be kept to a minimum commensurate with good business judgment.

1. Airline Travel:
  - a. Associates should make airline travel reservations at least 14 days in advance to obtain the best possible rate. Centura will reimburse coach/economy class. Associates are expected to use frequent flyer miles or personally pay for upgrades to business/first class airfare.
  - b. Associates will not be reimbursed for airfare purchased with frequent flyer miles.
  - c. If a trip is canceled after the associate purchases airfare, Centura will reimburse the associate for the airfare, but the associate must make every reasonable effort to use the airfare for future business travel. Associates are not allowed to use tickets that have been reimbursed by Centura for personal travel.
  - d. In instances when circumstances require changes to airfare itineraries, associates must submit documentation of any additional charges, including the reasons why the itinerary was changed.
2. Car Rental:
  - a. Rental cars may be used when traveling on company business when this form of transportation is either less expensive or safer than other forms of transportation available in the city visited (e.g., taxi, shuttle, commuter rail). The size of the rental car should be based on safety considerations, length of trip, and number of people to be transported. The standard class of car rental is mid-size.
  - b. Associates should submit receipts for reimbursement for gasoline costs; the standard mileage rate does not apply to rental cars. Whenever possible, associates are expected to refuel rental

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- cars before returning them to avoid paying the premium prices typically charged by car rental agencies.
- c. Associates employed by Centura and CHI Colorado should decline all loss damage waivers of insurance coverage offered by car rental agencies. This includes associates at the Corporate Offices, senior executives at all facilities, and all other associates at Catholic facilities. The Centura automobile liability insurance provides coverage to Centura and CHI Colorado associates who are renting vehicles for business travel.
  - d. Associates that are employed by PorterCare Adventist Health System should purchase loss damage waiver liability insurance as the Adventist Health System coverage does not include automobiles.
3. Use of Personal Automobile:
- a. The business use of personal automobiles will be reimbursed at the published Centura reimbursement rate, which generally follows the IRS rate. The mileage matrix embedded with the expense report form (Attachment A) must be used for all trips between Centura facilities. Associates must document the date, purpose of trip, starting point and destination, number of miles and any applicable parking fees on the Mileage Worksheet attached to the business expense form.
  - b. The business portion of mileage is calculated from the associate's normal or primary place of business. Commuting mileage from home is not reimbursable. If the associate leaves from home to attend a meeting, reimbursement mileage from their place of employment to the meeting will apply.
  - c. If the associate receive a car allowance (which is taxable), only miles driven in excess of 100 miles per round trip will be reimbursed. Associates receiving car allowances are not permitted to use company-owned vehicles or submit reimbursement for rental cars for in-state travel.
  - d. Associates utilizing a company-owned vehicle are not eligible for mileage reimbursement. Only actual expenses will be reimbursed. Company-owned cars are to be used for business travel only and not for personal use.
  - e. If a personal automobile is chosen in lieu of air travel for long-distance meetings, the mileage expense is reimbursed only up to the cost of the lowest logical economy airfare with a two-week advance notice plus an estimate of the cost of local transportation (e.g. tax, train, car rental). Documentation of the comparable airfare must be submitted.
4. Side Trips:
- a. A traveler may attach personal travel to a business trip. The traveler is responsible for all personal expenses related to the personal portion of the travel, including, but not limited to, lodging, meals, rental cars, parking fees, etc. Expense reports must reflect appropriate deductions and documentation for any such expenses.
  - b. In instances where an associate purchases airfare that includes legs that relate to personal travel, Centura will reimburse the lower of the actual total airfare or what would have been incurred had the associate not included personal travel. Documentation must be provided to demonstrate the cost of airfare had the associate only traveled based on business destinations.

### **Lodging**

1. When traveling out of town on business or when business requires an overnight stay away from home, the cost of standard room accommodations for the associate is reimbursable. In order to avoid no-show charges, it is the responsibility of the associate to cancel hotel reservations as soon as possible.

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2. Associates are free to stay with friends or relatives when traveling on business; however, Centura will not reimburse associates for lodging costs in lieu of staying at a hotel.
3. Hotel costs are to be broken out on the expense report. It is preferable to show the lodging costs separately for each night (including taxes). Parking fees and tolls should be reported on the “taxi/rental car/gasoline” line of the expense report, and meals should be reported on the appropriate meal line.

### **Meals**

1. Meal expenses should be reasonable and customary for the cities visited.
2. Centura will not reimburse associates for the cost of meals incurred when no overnight travel is required (e.g., traveling from Denver to Pueblo for the day).
3. Submitting a credit card receipt is not acceptable documentation for reimbursement of meals. Associates must submit the itemized bill detail for reimbursement. The itemized bill detail is required to assist in identifying Medicare non-allowable costs (discussed below) which must be separated on the expense report to ensure they are excluded from the filing of the Medicare cost report.
4. The Federal government has strict rules surrounding non-monetary benefits to non-employed physicians. As a result, associates must refer to Centura’s “Gift and Business Courtesies to Non-Employed Physicians” policy to ensure that any amounts provided to do not exceed established limits.
5. When two or more staff members dine together during overnight travel or any other business purpose, or when meals are eaten with other associates on location, the senior staff member in attendance is required to pay the total expense or the bill must be split and expensed by individual. This is required to avoid instances where an associate would approve an expense that the supervisor attended. An exception exists in instances where the meal is organized by an associate who does not report to the senior staff member. In these instances, the individual that organizes the meal is allowed to pay for the meal as long as that associate’s supervisor, who is required to approve the expense report, is not an attendee. The staff member who claims reimbursement must document the following:
  - a. Names of each individual, including titles for individuals who are not employees. Listing only the department name (e.g., lunch for Finance staff) is not sufficient.
  - b. Business purpose/items discussed during the meal.

### **Medicare Non-Allowance Expenses**

1. There are a number of specific expenses that are not allowed to be included on the Medicare Cost Report. It is Centura’s policy to reimburse associates for these expenses assuming they comply with the remainder of this policy. These expenses are defined in the Federal regulations (HCFA Pub. 15-1) and include:
  - a. The cost of alcoholic beverages furnished to associates or to others regardless of how or where furnished, such as cost of alcoholic beverages furnished at a provider picnic or furnished as a fringe benefit;
  - b. The reimbursement of companion / spousal travel; and
  - c. The cost of entertainment, including tickets to sporting and other entertainment events.

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2. In order to better identify these types of expenses and properly exclude them from the Medicare Cost Report, these expenses must be separately identified on the expense report and charged to the general ledger account number provided.

### **Companion Travel**

Centura recognizes that executives are expected to attend many functions during evenings and weekends. As a result, facility CEOs and all Senior Vice Presidents and above are allowed to submit reimbursement for the expenses of a companion (i.e., spouse, significant other) related to two trips each calendar year, subject to the following:

1. Only the incremental transportation, lodging, and meals related to the companion's travel are allowed for reimbursement. Centura will not reimburse associates for any companion costs that would not be reimbursable to the associate (e.g., massages, movies, etc.).
2. No carryover is allowed. If an executive elects to not have a companion accompany him/her during one calendar year, he/she is not allowed to submit for reimbursement for more than two trips in the subsequent year. In addition, reimbursement will be made based on the date of the trip, regardless of the timing of when the expenses are submitted for reimbursement.
3. It is highly unlikely that any companion travel would be considered a legitimate business expense for IRS purposes. As a result, all companion business travel reimbursed by Centura will be reported as income to the associate. Reimbursement for companion travel will be paid on your paycheck and will be added to your W-2 wages.
4. Companion travel expenses reported as income to the executive will not be grossed up federal/state income taxes.
5. Executives must submit documentation with the expense report listing all of the incremental expenses related to their companion. This list will be used as the basis for reporting companion expenses as taxable income to the executive.
6. In instances where an executive's companion attends more than two events in a calendar year, Centura will only reimburse the costs of the first two trips submitted. It should be noted that sponsor meetings count towards the limit of two trips per year.

### **Cellular Telephones/PDAs**

While cellular phones are common business tools, the IRS considers amounts reimbursed to associates for cellular phones as income to the extent the associate is reimbursed in excess of documented business use. The IRS requires business calls to be separately identified in order to avoid taxable income to the associate. In an effort to comply with IRS requirements as well as minimize administrative effort and costs, business use of cellular phones will be reimbursed in one of the following ways:

#### *Reimbursed Through Payroll*

1. Centura recognizes that cellular phones are a common tool used for business communication. Centura also acknowledges that segregating business use from personal use of cellular phones to comply with IRS regulations is often a time-consuming process. As a result, upon approval of the applicable Vice President, associates may be reimbursed through payroll for business use of phones.
2. Reimbursement of business use of personal cellular phones through payroll requires completion and approval of the (NAME OF FORM) form (Attachment B) which includes documentation of the business needs. Supervisors are expected to evaluate each situation based on the associate's true business needs of personal cellular phones, including a review of the associate's historical phone bills to identify actual business usage.

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3. The completed form should be scanned and emailed to payroll. Properly completed forms received by five (5) calendar days before the end of the pay period will be processed and payment included for that pay period. Forms received after that date will be processed and effective for the subsequent pay period.
4. Upon receipt of an approved form, Centura will reimburse associates based on one of three biweekly rates (cell phone reimbursements will begin on the next payroll processing date after receipt of the approved form – no retro payments will be paid). Reimbursement will continue until the associate's supervisor contacts the payroll department and requests that the reimbursement be discontinued. It should be noted that the reimbursement amounts listed below cover all costs associated with business use of personal cellular phones. As a result, associates are precluded from submitting for reimbursement for hardware (e.g., phones, chargers, cases, hands-free devices, etc.) as well as any other periodic charges such as roaming maintenance and repairs.
  - \$70 per pay period (approximately \$150 per month) – All Vice Presidents (VP) and above will be reimbursed at this rate without need for additional approval. Centura VPs and above are expected to be available outside of regular business hours and use data and other features extensively. Physicians and associates below the VP level may also be reimbursed at this rate upon completion of the approval form. The form must be approved by the applicable VP or above. Associates reimbursed at this rate must have significant use of both voice and data aspects of their personal cellular phone. In addition, associates reimbursed at this rate are expected to make their cellular phone number widely available so that they can be easily contacted for business purposes outside of regular business hours.
  - \$35 per pay period (approximately \$75/month) – This amount is intended to reimburse associates for business use of cellular phones in instances such as where the associate has significant business use of their personal cellular phone (e.g., data package and moderate business voice usage).
  - \$25 per pay period (approximately \$50/month) – This reimbursement amount is provided to reimburse associates that have regular business use of their personal cellular phones. Examples could include limited business phone calls, but the need for a data package to regularly read and answer emails outside of business hours.

#### *Reimbursed Through Expense Reports*

1. Associates that use their personal cellular phones periodically will be reimbursed for documented business calls at the rate of \$0.10 per minute up to a maximum of \$25 in any billing cycle.
2. Centura will not reimburse associates for cellular phones using any other methodologies such as prorating the associate's bill based on the percentage of business calls.
3. Business calls must be documented on the associate's cellular phone bill and attached to the expense report.
4. Centura will not reimburse for hardware (e.g. phones, chargers, cases, hands-free devices, etc.) as well as any other charges such as roaming, maintenance and repairs.

#### **Hosting and Entertainment**

1. In the course of conducting business, it sometimes becomes necessary to dine with and/or entertain others. The IRS has established firm guidelines for these types of expenses. The meals and entertainment must be directly related to the active conduct of business. Business discussions must occur with the general expectation of deriving specific business benefit. Such discussions must be

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during, immediately preceding, or following the business meal and/or entertainment.

Documentation must be maintained to substantiate this requirement, including:

- Date and place of entertainment
  - Nature of the business discussion
  - Name, title, and business relationship of all attendees
  - Cost of entertainment
2. Entertainment expenses must be coded as Medicare non-allowable in the general ledger. Routine meals with internal people are generally discouraged when associates are from and within the same geographic area; however, when two or more associates do attend a business meal, Centura requires that the most senior associate in attendance pay for and submit the expense for reimbursement.

### **Professional Dues**

Centura will reimburse associates for the annual dues of one professional organization upon approval by the associate's supervisor. Associates are expected to be involved in organizations where Centura reimburses the associate for the annual dues.

### **Gift Cards and Gift Certificates**

Discretion should be used with respect to purchasing and distributing gift cards. In all circumstances, gift cards/certificates represent taxable income to the recipient. As a result, a list of each associate receiving a gift card/certificate and the amount must accompany the expense report before reimbursement will be made. Accounts Payable will then report the information to Payroll. It should be noted that Centura does not gross up the gift card / certificate amount for income taxes and the recipient will be responsible for any Federal/State income taxes on all gift cards/ certificates.

### **Entertaining Non-Employed Physicians**

The Federal government has strict rules surrounding non-monetary benefits to non-employed physicians. As a result, associates must refer to Centura's "Gifts and Business Courtesies to Non-Employed Physicians" policy to ensure that any meals, gifts, or other benefits (including tickets to sporting events, green fees, etc.) provided to non-employed physicians comply with Centura's policies.

### **Sponsor Meetings and Policies**

1. Centura recognizes that its executives attend meetings held by its sponsors and that the sponsors may have reimbursement policies that vary from those of Centura. Adventist Health System sponsors an annual President's Council which is held in the summer and includes the Centura CEO and CFO, along with the CEOs of the PorterCare Adventist Health System Hospitals. At the current time, this is the only designated meeting where Centura associates are allowed to submit for reimbursement using the sponsor's guidelines. Centura associates that participate in other meetings held by the sponsors are required to submit expenses in accordance with Centura's policies rather than those of the sponsors. The exception mentioned above for the Adventist Health System President's Meeting only applies to the individuals previously mentioned. Any reimbursement based on the sponsor policy that result in taxable income to the Centura executive (e.g., per diems in excess of IRS limits, entertainment allowances, etc.) will be reported as income to the Centura executive and will not be grossed up for Federal or State income taxes. A copy of the

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sponsor's communication regarding reimbursement for the meeting must be attached to the expense report.

2. Reimbursement based on sponsor rather than Centura policy for any meeting or individual not listed above must include written approval and justification by the associate's group president, Centura's CEO or Centura's CFO. The written approval must be submitted with the expense report.
3. Adventist Health System prohibits reimbursement of alcohol at its facilities. While Centura generally allows for reimbursement of alcohol at business functions and meals, in respect of its sponsor, Centura associates that work at Adventist facilities are precluded from being reimbursed for alcohol. If alcohol is served at an Adventist function, Centura's expectation is that the participants and/or the Centura executive pay for any alcohol personally.

### **Non-Reimbursable Expenses**

While the following list is not comprehensive, the items below will not be reimbursed by Centura:

1. Child care, house sitting, and kennel fees
2. Golf outings or other entertainment/recreation associated with conferences, unless the business purpose is adequately demonstrated and prior approval of the associate's supervisor is obtained
3. Items such as software and computers will not be reimbursed through expense reports. These items must be purchased through Supply Chain Management
4. Plants and decorations, including artwork for associate's offices are not reimbursable expenses. Reimbursement is allowed for the purchase of decorations related to physician practice lobbies, etc
5. Clothing and laundry charges, unless damaged due to business-related activities
6. Personal air travel insurance and other kinds of personal insurance
7. Political and lobbying activities
8. Cost of fines or penalties resulting from violations of Federal, State, or local laws
9. Personal expenses (e.g., movies, shows, personal clothing)
10. Credit card late payment fees or interest
11. Computer Air Cards except in rare instances such as where an associate's regular job duties require internet access not attainable in a more cost-effective manner
12. Car washes
13. Replacement of luggage
14. Toiletries
15. Tuition (must be processed through Human Resources).
16. Christmas gifts, birthday gifts or any other personal gift.

### **Expense Report Preparation**

1. Associates are encouraged to complete expense reports within 30 days of incurring expenses, but at a minimum on a quarterly basis to facilitate the supervisor's review. Centura reserves the right to deny reimbursement for expenses not submitted during this timeframe.
2. Receipts must be taped to a blank sheet of paper to facilitate electronic scanning of the entire expense report. Expense reports that include batches of receipts stapled to the expense report form will be returned.
3. Appropriately completed and approved associate expense reimbursement reports received by Monday at 3:00pm will be processed in the next associate expense check run on Wednesday. Requests for expense reimbursement must be submitted on Centura's Expense Report form. While the form can be printed and completed manually if necessary, associates are encouraged to complete the form electronically where possible to ensure clerical accuracy.

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4. Expense reports must include: (a) a valid cost center and general ledger account numbers; and (b) handwritten signatures of both the associate and the associate's supervisor. The expense report will not be accepted if either of the signatures are typed or stamped. Approval authority is to be administered by the supervising manager/executive as defined by Human Resources as a Class 10 associate or above.
5. The associate's supervisor should only approve the reimbursement upon review of the original documentation. Both the associate and the supervisor are responsible for ensuring that requests for reimbursement follow Centura's policy and include the appropriate documentation. Expense reports that are not in compliance with Centura's policy will be returned to the associate's supervisor.

#### Payment Process

1. Associate expense checks will be processed weekly on Wednesday with a payment date of Friday.
2. Checks will be distributed by mail to the most recent address of the associate contained in the Human Resources/Payroll system. It is the associate's responsibility to ensure the correct address is in the system. An associate may contact Accounts Payable to be reimbursed by direct deposit rather than by check.
3. If Accounts Payable is notified that the associate has not received the expense check within ten (10) calendar days from the date of issue, a stop payment will be issued and a replacement check will be processed for the associate on the next check run. It is the associate's responsibility to return the first check to Accounts Payable if it is received after the associate receives the replacement check. If the associate cashes both checks, the associate may be subject to disciplinary action.

#### DEFINITIONS

N/A

#### REFERENCES AND SOURCES OF EVIDENCE

N/A

#### POLICY VIOLATION

Any workforce member who fails to abide by this policy may be subject to disciplinary action, including termination.

#### REVIEW/APPROVAL SUMMARY

<b>REVIEW/REVISION DATES:</b> 10/01/2009, 04/30/2011, 12/15/2011 <i>(Dates in parentheses include review but no revision)</i>	
<b>APPROVAL BODY:</b> Finance Leadership, CFO Council, & Board of Trustees Finance Committee	<b>APPROVAL DATE:</b> 7/19/2012

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**ATTACHMENT B  
CELLULAR PHONE PAYROLL REIMBURSEMENT**

Reimbursement will continue until the associate's supervisor contacts the payroll department and requests that the reimbursement be discontinued. It should be noted that the reimbursement amounts listed below cover all costs associated with business use of personal cellular phones, including hardware, chargers, roaming, maintenance, repairs, etc.

Following are examples to assist in determining the proper reimbursement amount (check one):

- \$70 – Associate's work duties include significant phone usage due to regularly being out of office and/or need to be accessible outside of regular business hours. In addition, associate's position requires frequent sending of and responding to emails outside of regular business hours.
  
- \$35 – Associate's position includes moderate levels of phone calls due to travel or need to be available outside of regular business hours, but does not require regular email access.
  
- \$25 – Associate's position does not include need to be available by phone outside of regular work hours, but has regular need to read and respond to emails outside of regular business hours.

Business Need:

Printed Name: \_\_\_\_\_

Associate Signature: \_\_\_\_\_

By signing, I acknowledge that I have read the Cellular Phone Payroll Reimbursement Policy and I'm prohibited from submitting for reimbursement to any and all costs related to cellular phones.

Based on business needs noted above, I approve Payroll reimbursement for the associate above.

VP or Above Approval: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*Payroll Use Only:*

Employee # \_\_\_\_\_ Starting PPE: \_\_\_\_\_ Pay Code: 931

The completed form should be scanned and emailed to: /CE Payroll Completed North or [PayrollCompletedNorth@centura.org](mailto:PayrollCompletedNorth@centura.org). Properly completed forms received by payroll at least 5 days before the end of the pay period will be processed and reimbursement will be included on the check pertaining to that pay period. Reimbursement will begin on the subsequent pay period for forms not received prior to 5 days before the end of the pay period. No cell phone reimbursements will be paid retroactively.

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	Listing of Facility Addresses for Mileage Chart
<b>AAH</b>	Avista Adventist Hospital - 100 Health Park Drive, Louisville CO 80027 (303) 673-1000
<b>ColoBlvd</b>	AP/Payroll/ /Supply Chain /Lab- 2425 S Colorado Blvd, Suite 270, Denver CO 80222
<b>ASC-Colo Springs</b>	Administrative Support Center - 3030 N Cascade Ave, Colorado Springs CO 80907 (719) 776-4100
<b>Benefits</b>	Benefits - 5655 S. Yosemite Street, Ste 107, Englewood CO 80111
<b>Bristlecone</b>	Bristlecone Health Services – 18 School Road Suite 100 ;PO BOX 1327 Frisco, CO 80443
<b>Breckenride Med</b>	Breckenridge Medical Clinic - 555 S Park Ave, Plaza 2, Breckenridge CO 80424 (970) 453-1010
<b>CRAHC</b>	Castle Rock Adventist HealthCare - 2350 Meadows Parkway Castle Rock, CO 80109
<b>CHAH</b>	Centura Home at Health - 1391 Speer Blvd, Suite 600, Denver CO 80204 (303) 561-5000
<b>CHI Foundation</b>	CHI Colorado Foundation - 961 E. Colorado Ave, Colorado Springs, CO 80903-3776 (719) 634-2046
<b>CHI Fnd Pueblo</b>	CHI Colorado Foundation Pueblo - 44 E Spaulding Ave Building 2 Suite 1 Pueblo, CO 81007
<b>Conejos County Hospital</b>	Conejos County Hospital - 19021 US Highway 285 La Jara, CO 81140
<b>Copper Mtn</b>	Copper Mountain Medical Clinic - 860 Copper Rd, Copper Mountain CO 80443 (970) 968-2330
<b>Cortez Clinic</b>	Cortez Clinic - 111 North Park Street, Cortez, CO 81321
<b>Cortez Dialysis</b>	Cortez Dialysis - 610 East Main Street, Cortez, CO 81321
<b>CSSC - Briar Village</b>	CO Sports & Spine Center - 9480 Briar Village PT., Suite 201, Colorado Spings, CO 80920 (719)266-1788
<b>CSSC-N. Circle Dr</b>	CO Sports & Spine Center - 3030 N. Circle Dr, #215 (Audubon), CO Springs CO 80909 (719)-630-1282
<b>CSSC-N. Academy Cir</b>	CO Sports & Spine Center - 2141 N. Academy Cir, CO Springs, CO 80909 (719)-637-3671
<b>CSSC-N. Weber St</b>	CO Sports & Spine Center - 1715 N. Weber St #130, CO Springs, CO 80907 (719)-227-2145
<b>CSSC-Monument</b>	CO Sports & Spine Center - 550 Hwy 105, Monument, CO 80132 (719)-481-0161
<b>CSSC-Pueblo</b>	CO Sports & Spine Center - 4112 Outlook Blvd, Pueblo, CO 81001 (719)-562-6200
<b>CSSC - Silverstone Terrace</b>	CO Sports & Spine Center - 5731 Silverstone Terrace #120, Colorado Springs, CO 80907 (719)593-1989
<b>EMC-Evergreen Pkwy</b>	Evergreen Medical Clinic - 1520 Evergreen Pkwy, Evergreen, CO 80439
<b>EMC-Hwy 73</b>	Evergreen Medical Clinic - 6851 Hwy 73, Evergreen, CO 80439
<b>DIA</b>	Denver International Airport - 8500 Pena Blvd, Denver, CO 80249
<b>Goodland Regional Medical Center</b>	Goodland Regional Medical Center 220 W 2nd St Goodland, KS 67735 (785)890-3625
<b>Granby</b>	Granby Medical Center - 480 E Agate Ave, Granby CO 80446 (970) 887-2117
<b>GSE</b>	Gardens at St. Elizabeth - 2835 W 32nd Ave, Denver CO 80211 (303) 964-2000
<b>Heart of the Rockies Regional Medical Center</b>	Heart of the Rockies Regional Medical Center - 1000 Rush Drive Salida, CO 81201 (719)530-2200
<b>Health Svcs Clinic</b>	Health Services Clinic - 1800 E. 3rd Ave, Durango, CO 81301
<b>Ignacio Clinic</b>	Ignacio Clinic - 123 Weeminuche Ave, Ignacio, CO 81137
<b>INV-E</b>	111 Inverness Dr E, Englewood, CO 80112 (303) 643-4250 (IT)
	109 Inverness Dr E Suite J, Englewood, CO 80112 (Physician Billing, Regional Pool, CVO, Lab)
<b>Keystone Med</b>	Keystone Medical Clinic - 1252 County Rd 8, Keystone CO 80435 (970) 468-6677
	Address used for mileage purposes: 1252 E Keystone Rd, Keystone CO 80435
<b>Kit Carson Memorial Hospital</b>	286 16 <sup>th</sup> Street Burlington, CO 80807 (719)-346-5311
<b>LAH</b>	Littleton Adventist Hospital - 7700 S Broadway, Littleton CO 80122 (303) 730-8900
<b>La Plata Airport</b>	LaPlata Airport - 1000 Airport Rd #1, Durango, CO 81303
<b>Langstaff Brown</b>	Langstaff-Brown Urgent Care Center - 41 State Hwy 67, Woodland Park, CO 80863 (719)-686-0551
<b>Medalions</b>	Medalions - 1719 E Bijou St, Colorado Springs CO 80909 (719) 381-4963

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<b>Middle Park Medical Center Granby</b>	Middle Park Medical Center, Granby Campus 1000 Grandy Park Drive South Granby, CO 80446 (970)887-5800
<b>Middle Park Medical Center Kremmling</b>	Middle Park Medical Center, Kremmling Campus 214 S 4th St Kremmling, CO 80459 (970)723-3442
<b>MC - Mancos</b>	Mancos Clinic - 111 E. Railroad Drive, Mancos, CO 81328
<b>MDS - Aztec</b>	Mercy Diagnostics Services - Aztec - 604 S. Rio Grande Ave, Aztec, NM 87410
<b>MDS - Durango</b>	Mercy Diagnostics Services - Durango - 2577 Main Ave, Durango, CO 81301
<b>MRMC</b>	Mercy Regional Medical Center - 1010 Three Springs Blvd, Durango, CO 81301 (970) 247-4311
<b>Namaste</b>	Namaste Alzheimer Center - 2 Penrose Blvd, Colorado Springs CO 80906 (719) 776-8500
<b>Ortho</b>	Ortho Colorado Hospital at St. Anthony West Hospital - 11650 W. 2nd Pl, Lakewood, CO 80228 (720) 321-5000
<b>PAH</b>	Porter Adventist Hospital - 2525 S Downing St, Denver CO 80210 (303) 778-1988
<b>Purgatory Clinic</b>	Purgatory Clinic - Hwy 550 North, Durango, CO 81301
	Address used for mileage purposes: 49617 Hwy 550, Durango, CO 81301
<b>Patient Fin Svcs</b>	Patient Financial Services - 8140 S Holly St, Centennial CO 80122 (303) 765-6000
<b>Penrose Main</b>	Penrose Hospital - 2222 N Nevada Ave, Colorado Springs CO 80907 (719) 776-5000
<b>Penrose Community Urgent Care</b>	Penrose Community Urgent Care 3205 N Academy Blvd Colorado Springs, CO 80917 (719)776-3216
<b>Penrose Mountain Urgent Care</b>	Penrose Mountain Urgent Care - Wodland Park - 41 State Hwy 67, Woodland Park, CO 80863 (719)686-0551
<b>Penrose Urgent Care at Cripple Creek</b>	Penrose Urgent Care at Cripple Creek - 1101 Teller county Road 1 Cripple Creek, CO 80813 (719)776-4300
<b>Penrose Home Health</b>	Penrose Home Health - 7015 Tall Oaks, Colorado Springs, CO 80919
<b>PKR</b>	Parker Adventist Hospital - 9395 Crown Crest Blvd, Parker CO 80138 (303) 269-4015
<b>Porter Place</b>	Porter Place - 1001 E Yale Ave, Denver CO 80210 (303) 765-6800
<b>Porter Hospice @ Johnson Center</b>	5020 East Arapahoe Rd Centennial, CO 80122 (303) 694-3545
<b>PSF</b>	Health Learning Center (EAP and CCOM) - 1633 Medical Center Point, Colorado Springs, CO 80907 (719) 776-6000
<b>Rio Grande Hospital</b>	Rio Grande Hospital 310 County Road 4 Del Norte, CO 81132 (719)657-2510
<b>St Anthony Health Passport</b>	563 S Vance Street, Lakewood, CO 80226
<b>SAC</b>	St. Anthony Central - 4231 W 16th Ave, Denver CO 80204 (303) 629-3511
<b>SAN</b>	St. Anthony North - 2551 W 84th Ave, Westminster CO 80031 (303) 426-2151
<b>SASMC</b>	St. Anthony Summit Medical Center - 340 Peak One Dr, Frisco, CO 80443 (970) 658-3300
<b>SAH</b>	St. Anthony Hospital - 11600 W. 2nd Pl, Lakewood, CO 80228
<b>San Luis Valley Regional Medical Center</b>	San Luis Valley Regional Medical Center 106 Blanc Ave Alamosa, CO 81101 (719)589-2511
<b>St Anthony North Medical Pavilion</b>	St. Anthony North Medical Pavilion 400 W 144th Ave Westminster, CO 80023 (303)426-2151
<b>Service Center</b>	Service Center (Corporate Office) - 188 Inverness Dr West, Suite 500, Englewood CO 80112 (303) 290-6500
<b>SFHC</b>	St. Francis Health Center - 825 E Pikes Peak Ave, Colorado Springs CO 80903 (719) 776-5000
<b>SFMC</b>	St. Francis Medical Center - 6001 E. Woodmen Rd, Colorado Springs, CO 80923 (719) 776-5000
<b>SMC</b>	St. Mary-Corwin Medical Center - 1008 Minnequa Ave, Pueblo CO 81004 (719) 560-4000
<b>STM</b>	St. Thomas More Hosp / Progressive Care Ctr - 1338 Phay Ave, Canon City CO 81212 (719) 269-2000
<b>Towaco Clinic</b>	Towaco Clinic - 232 Rustling Willow Street, Mancos, CO 81328
<b>VASA</b>	Villas at Sunny Acres - 2501 E 104th Ave, Thornton, CO 80233 (303) 452-4181
<b>Villa Pueblo</b>	Villa Pueblo Towers - 1111 Bonforte Blvd, Pueblo CO 81001 (719) 545-5911
<b>7-Mile</b>	7-Mile Medical Clinic - 145 Parsenn Rd, Winter Park CO 80482 (970) 887-7470

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