



**Name:** Medical Travel Reimbursement

**Owner:** Human Resources

**Effective Date:** January 1, 2026

**A. Purpose:**

It is BCU's policy to provide eligible employees with reimbursement up to \$2,000 per year for eligible travel expenses incurred while seeking medical care.

**B. Scope and Applicability:**

All employees who are scheduled to work at least 20 hours a week.

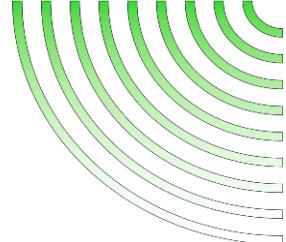
**C. Reimbursement Administration**

Complete the Medical Travel Reimbursement Form and return to HR by creating a case in Dayforce with required documentation/receipts. Form and receipts must be submitted within 30 calendar days after your appointment or latest travel date. After receiving your completed form with all required documentation, HR will review and may request additional documentation. Once the review process has been completed, you will receive a reimbursement if eligible on your next available paycheck. If you require any assistance or to check the status of your reimbursement, create a case in Dayforce

*Eligible Expenses*

Expense	Covered
Economical Airfare	✓
Ambulance for medically necessary facility transfer	✓
Bus	✓
Electronic Vehicle charging station fees	✓
Ferry	✓
Gas	✓
Hotel and Lodging	✓
Meals	✓
Mileage reimbursement for use of your personal automobile ( <a href="#">current mileage rate</a> )	✓
Parking fees	✓
Rental car	✓
Taxi/Uber/Lyft (Rideshare service)	✓
Tolls	✓
Train	✓

Expense	NOT Covered
Caregiver expenses	✗
Childcare expenses/babysitting	✗
Lavish or extravagant hotel/lodging	✗
Legal fees	✗
Recreation or vacation in the travel away from home	✗



**E. Review Cycle:**

Annual

**F. Next Review Date:**

December 2028