

**Surgeon to Surgeon Visitation**

**Expense Voucher**

(U.S. Surgeons Only)

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Medical License No: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

Name of Biomet Distributor: \_\_\_\_\_

	Date:	Date:	Date:	Total
Airfare, Mileage, or Rail				
Ground Transportation				
Hotel Accommodations				
Daily Total				

I, \_\_\_\_\_ certify that I attended the Extremities Course on the date indicated and this certification reflects actual expenses I incurred. I further certify I have not requested nor received reimbursement (and will not request reimbursement) from any other institution and that I have complied with all the terms and conditions listed below:

- ❖ Expenses must be itemized, with original receipts accompanying this voucher, and submitted within 90 days of the course.
- ❖ Airfare must be a coach-class ticket issued in your name purchased at least 14 days prior to the meeting. Airfare reimbursement will be the actual cost of the ticket, with a reimbursement cap of \$1,500.00. Change fees, insurance purchases, in-flight meals etc. will not be reimbursed. If flight was not purchased at least 14 days, reimbursement may be withheld.
- ❖ Any mass transit i.e. Amtrak or other non-air related transportation must also be coach/economy class.
- ❖ Only one of these expenses, airfare, rail, mileage reimbursement, or automobile gasoline receipts may be claimed.
- ❖ Reasonable and modest rental car or taxi receipts will be reimbursed. (Limos will not be reimbursed). Limit \$270 per event.
- ❖ Applicable hotel nights will be reimbursed provided you stay in a standard room at the Biomet-designated hotel within the Biomet room block. Please note, room expense may not be approved for reimbursement if you choose to stay elsewhere. (Incidentals such as: In room movies, internet, snack and beverage bar, etc. will not be reimbursed.
- ❖ Biomet will not reimburse for incidental expenses including but not limited to: meals, personal expenses, etc. Lodging will not be reimbursed if you stay at a five star hotel, casino or resort location
- ❖ A complete and signed W-9 is required for reimbursement.

\_\_\_\_\_  
Course Attendee

\_\_\_\_\_  
Date

**Return Voucher to:**

**Biomet, Inc**  
**Compliance Department**  
**ATTN: Kelley McGuire**  
**56 East Bell Drive**  
**Warsaw, IN 46582**  
**Fax: (574) 371-1095**  
**Email: [kelley.mcguire@biomet.com](mailto:kelley.mcguire@biomet.com)**