

Domestic Expenses & Reimbursement

READ THIS CAREFULLY!



Travel costs and all of your expenses related to donation will be paid or reimbursed by the NMDP. By following these rules and using the services pre-arranged for you by your Coordinator, you should have very limited out-of-pocket expenses. However, unexpected situations may arise during travel and there are some expenses which the NMDP will not cover. If you do not have a major credit card for hotel incidental expenses, please contact your Coordinator before you travel.

Any expenses that fall outside expected ranges must be pre-approved by the NMDP; discuss any issues you have with your Coordinator to obtain the necessary approvals.

In order to receive your reimbursement check, you must:

- ⇒ Submit your expense documents (expense report + original receipts) to the Donor Center **within 60 days of travel.**
- ⇒ Send **itemized receipts** – the one that lists that you had a ham-and-cheese sandwich and coffee. NMDP cannot accept credit card receipts. These don't actually list what was purchased, just the total.
- ⇒ Submit all expenses (for Donor and Companion) on a single report.



All of the following will **NOT** be reimbursed:

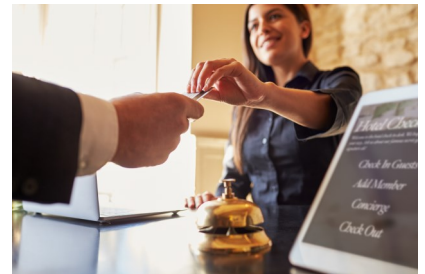
- Alcohol and alcoholic beverages (wine, beer, etc.)
- Cigarettes or tobacco products
- ATM fees
- Hotel charges such as long-distance calls, movies, laundry, & gift shop items
- Internet access charges
- Rental cars
- Gratuities (i.e. tips) over 15% (see details on pg. 4)
- Sightseeing expenses

Ground Transportation

- ⇒ Only donation-required transportation expenses are covered (ex: between hospital and hotel). Any mileage or expenses relating to sight-seeing, visiting family, etc. will not be reimbursed.
- ⇒ Rental cars are not reimbursable.
- ⇒ You may drive your own vehicle. Please keep track of your mileage. You will be reimbursed per NMDP's current rate.
- ⇒ Public transportation, taxis, and ride-sharing options (Uber, Lyft) are also reimbursable. Be sure to get **receipts** for these expenses. Please note: When we arrange a cab, we will have already paid gratuity.

Hotel Information

- ⇒ At your hotel check-in you will likely be asked to provide a credit card for incidental expenses (i.e. items that are not reimbursed, such as movies or alcohol).
- ⇒ If you do not have a credit card, do NOT give the hotel a debit card. Some hotels will place temporary charges on your debit card (which are refunded later), but this has caused difficulties for some donors.
- ⇒ If you do provide your own credit card to the hotel, please check your hotel bill at check-out and make sure that all appropriate charges have actually been billed to our program rather than your card. It takes a long time to sort out incorrect hotel charges once you have finalized check-out.
- ⇒ If you have ANY problems with the hotel staff, please contact your Coordinator or the after-hours Coordinator for assistance.
- ⇒ Do NOT smoke in your hotel room. You may be liable for damage charges or fees if you ignore this rule.



Traveling locally? NMDP will only reimburse meals when donors stay in hotels. If you are staying at home during some or all of your donation, then your meals for those days will not be reimbursed.

Meal Reimbursement

- ⇒ Generally, NMDP will only reimburse expenses for the donor and a single companion. More than 1 companion? You must get pre-approval. The NMDP will reject receipts showing >2 guests.
- ⇒ All expenses must be reasonable and may not exceed \$70 per person per day (including gratuity). Daily expenses do not carry over, so spending \$50 on one day does not leave \$90 to spend the next. NMDP does not follow military regulations.
- ⇒ Expenses are pro-rated. Example: If your flight for donation is at 4pm, then only that evening's dinner would be covered. Companion meals are reimbursable beginning on the date of travel.
- ⇒ Remember to get an **itemized receipt**, which lists exactly what was purchased.





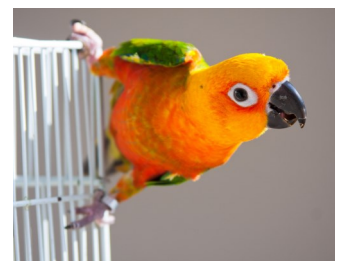
Child Care Arrangements

- NMDP will reimburse for child care expenses for a donor's child(ren) during donation.
- The donor should balance the safety and well-being of their child(ren) with the cost of the services and use good personal judgment when making selections.
- Allowable expenses: Essential care and supervision, administration of medication, mileage expenses for drop-off/pick-up of child(ren)
- Not allowable expenses: Usual costs of child-rearing; food and formula; toys and supplies (diapers, bottles, etc.); medical visits; medications; toiletries (shampoo, toothpaste)
- Reimbursement of child care expenses may be subject to IRS reporting as income.
- Total expenses \leq \$599: With your expense report, submit original, itemized receipt from the service provider, including the service dates, rates, and number of children. The receipt must include the name, address, phone number, and signature of the service provider.
- Total expenses \geq \$600: Must be pre-approved; Payment will be made directly to the service provider; Service provider must supply a completed IRS form W9; Donor must send the [itemized receipt](#) from the service provider, including the service dates, rates, and number of children. The receipt must include the name, address, phone number, and signature of the service provider.



Pet Care Reimbursement

- The NMDP will reimburse for pet boarding charges for a donor's pet(s) during donation.
- The donor should balance the safety and well-being of their pet(s) with the cost of the services and use good personal judgment when making selections.
- Allowable expenses: Basic boarding charges (up to \$50 per dog per day; \$25 per cat per day); administration of medication; mileage expenses for drop-off/pick-up of pet(s); bathing (if pet stays for more than one week; \$20 limit)
- Not allowable expenses: Usual costs of pet maintenance; food; toys and supplies (leashes, bedding, etc.); medical visits; purchases of medication or toiletries (shampoo, flea/tick products, litter, etc.); pet health insurance; grooming services (nail trim, bathing for less than one week stay, etc.)
- Total expenses of \geq \$200 require pre-approval by NMDP. Please ask for an estimate from your care provider.
- Original [itemized receipt](#) must accompany the donor's expense report. The receipt must include the service dates, rates, number and types of pets, and service provider's name, address, phone number, and signature.





Gratuities

While many gratuities—or tips—are reimbursed, you must follow these guidelines:

- ⇒ No more than 18% for meals.
- ⇒ No more than 15% for taxi or \$5 for hotel shuttle drivers
- ⇒ \$1 per bag or for concierge
- ⇒ \$2 for housekeeping at the hotel

Other important reminders:

- You will only receive one reimbursement check. If that check should list your name and your companion's name – then please note this on your reimbursement form.
- You will be reimbursed for expenses directly related to donation – such as medicines. If your doctor orders you a prescription or over-the-counter medicine (such as Tylenol), you will be repaid for that expense. Save your receipt.



The National Marrow Donor Program sends the reimbursement check. It may take 6-8 weeks to arrive. Please plan accordingly. Alert your Coordinator if this will be an issue.

Returning your materials:

- Return your documentation electronically, by fax, or via mail.
- Electronic returns: Scan receipts and email them to your Coordinator along with the NMDP reimbursement form.
- Faxed returns: Please send to 301-984-8856
- Paper returns: It is good idea to photocopy or scan your materials before sending them in case items are lost in transit. Send your completed report and original receipts to:

**Attn: Accounting Department
C.W. Bill Young / DoD Marrow Donor Program
11333 Woodglen Drive, 3rd Floor
Rockville, MD 20852-3072**

Thank you for your assistance and patience. If there is anything we can do to make your donation process more convenient or pleasant, please let us know.

