

**MEBA Medical and Benefits Plan Travel Policy**  
**Approved by the Board of Trustees**  
**Effective January 1, 2020**  
(As Revised through Medical Plan Amendment 20-6)

**Travel Agency**

- The MEBA Medical and Benefits Plan (the “Medical Plan”) has arranged to have an in-house Travel Coordinator who works directly with the Medical Plan’s contracted travel organization (the “Travel Agency”) to provide travel services to Active and Retired Participants (“Participants”) and their eligible Dependents (“Dependents”) attending the MEBA Diagnostic Centers
- Use of the Travel Agency is mandatory to receive reimbursement of all air travel expenses.
- Participants must make the initial payment for travel expenses and will be reimbursed by the Medical Plan subject to the limits of this Policy.

**Home of Record**

- All travel reimbursement will be made based on the Participant’s Home of Record.
- The Participant’s Home of Record will be the Participant’s primary residence.
- If a Participant’s primary residence is outside of the United States (for this purpose, “United States” means the 50 states, the District of Columbia and Puerto Rico), the Home of Record for the purpose of paying the travel reimbursement will be deemed to be the airport included on a list designated by the Trustees of major Continental United States airports that is closest to the Participant’s home of record and that is included on the list, designated by the Trustees, of major airports in the Continental United States.

**Frequency of Reimbursement**

- Reimbursement of round-trip transportation will be afforded to a Participant and/or Dependent to travel to the MEBA Diagnostic Center nearest the Home of Record.
- No more than one round-trip reimbursement will be made for any person during any calendar year.
- Travel paid or reimbursed by a MEBA Training Plan contributing employer for travel to the School or by the MEBA Training Plan for transportation to the MEBA School immediately before or after a MEBA Diagnostic Center exam will not be reimbursed under this policy.
- Round-trip reimbursement will be paid by the Plan Office in Baltimore, upon receipt of a completed claim. If reimbursement is made to a Participant or Dependent and it is later discovered that the ticket was not used, the Participant and his Dependents will not be allowed to be seen at a MEBA Diagnostic Center until such time as the reimbursement is repaid to the Medical Plan.

**Maximum Reimbursement**

- Reimbursement for travel by airplane shall be based upon coach air fare actually paid subject to the maximum reimbursement herein. Airfare will not be reimbursed if the Participant’s Home of Record is 75 miles or less from the nearest MEBA Diagnostic Center.
- For the purpose of all transportation reimbursement, the maximum reimbursement shall be the fares available through the Travel Agency calculated from the minimum cost of round-trip, non-refundable, seven-day, advance purchase coach air fare as determined by the Travel Agency.
- In order to maximize fare reductions and thereby reduce travel expense for the Medical Plan, Participants and Dependents are encouraged to make and confirm travel arrangements with the Travel Agency 21 days or more in advance.
- Reimbursement for travel by train or bus shall be based upon actual transportation fare incurred; however reimbursement will not exceed the maximum amount payable had the Participant or

Dependent traveled by air and used the Travel Agency. Travel by train or bus will not be reimbursed if the Participant's Home of Record is 75 miles or less from the nearest MEBA Diagnostic Center.

- Reimbursement for travel by automobile shall be based upon mileage, payable at the IRS mileage allowance then in effect, and will not exceed the maximum amount payable had the Participant or Dependent traveled by air and used the Travel Agency. The maximum reimbursable mileage shall be computed on the basis of the publicly available internet map used by the Travel Agency (such as Google Maps). For automobile travel in excess of 400 miles one way, gasoline and/or hotel receipts must be presented to establish travel but reimbursement will be at the IRS mileage rate and gasoline, tolls, and hotel will not be reimbursed. Mileage will not be reimbursed if the Participant's Home of Record is 75 miles or less from the nearest MEBA Diagnostic Center.
- Travel from a location other than a Participant's Home of Record will be reimbursed but shall not exceed the maximum amount payable had the Participant or Dependent traveled by air from his Home of Record and used the Travel Agency.
- In the case of a Participant employed as a permanent ROS employee traveling from a ROS vessel, reimbursement from the vessel will be paid in lieu of the Participant's Home of Record provided the Travel Agency is used to arrange air travel.
- With proper documentation, travel arranged less than seven days in advance will be reimbursed at the round-trip, non-refundable coach fare only for Participants discharged from a vessel within the seven-day window preceding their visit to the MEBA Diagnostic Center.
- Participants and Dependents will be reimbursed for original booking fees charged during normal operating hours of the Travel Agency.
- Other than original booking fees assessed during normal operating hours, fees for after-hours bookings or changes will not be reimbursed.
- Change or cancellation fees will not be reimbursed; however, if a MEBA Diagnostic Center exam is cancelled by the Diagnostic Center and a ticket has already been purchased, normal airline cancellation fees or change fees for another appointment will be reimbursed.

### **Miscellaneous Allowance**

- A miscellaneous travel expense allowance of \$20 per family per calendar year will be paid in addition to the travel reimbursement.
- The allowance shall be increased up to a maximum of \$50.00 per family for miscellaneous expenses when air travel is used, provided actual taxi/transportation receipts are presented to justify any increase.
- The miscellaneous allowance will be paid by the Plan Office when the travel reimbursement is paid.

### **Travel Arrangements**

- For travel by airplane, non-stop or one-stop direct flights are preferable; however, one-stop connecting flights are acceptable so long as the travel time is not extended by more than 120 minutes over non-stop flights.
- Should such flights be unavailable, multiple-stop direct or connecting flights may be arranged.
- A Participant must book a return flight that is within 90 days of the date of the original flight to be eligible for reimbursement. For dependents, the return flight must be booked within 14 days to be eligible for reimbursement.

## **Required Documentation**

- For all travel subject to reimbursement, copies of actual travel documentation, including but not limited to, tickets, boarding passes and receipts must be presented.
- The reports issued by the Travel Coordinator or Travel Agency may be accepted for reimbursement in lieu of actual tickets, boarding passes and receipts.

Notwithstanding anything herein to the contrary, in certain limited circumstances the Administrator may approve reimbursement of travel expenses that a Participant incurs but for which the Travel Agency is not used if the Administrator determines that i) extenuating circumstances exist that warrant an exception to the requirement that the Travel Agency be used, and ii) such approval will result in a cost savings to the Medical and Benefits Plan.

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