



**TRANSFORMING CLINICAL PRACTICE INITIATIVE (TCPI)  
PRACTICE TRANSFORMATION NETWORK (PTN) PARTICIPATION AGREEMENT**

**EXHIBIT D  
TRAVEL AND EXPENSE POLICY**

The Practice Transformation Network participant is eligible for reasonable reimbursement for travel expenses associated with TCPI-required travel to quarterly Quality Improvement Workshops.

Reimbursement is for up to three (3) attendees per enrolled Tax Id Number regardless of number of clinics. Reasonable travel reimbursement will include meals according to the U.S. General Services Administration (GSA) per diem and mileage. If your facility is over 250 miles from your Quality Improvement Workshop, airfare and hotel accommodation for one night may be optionally submitted for reimbursement.

**All reimbursement must be submitted using NRACC's Standard Reimbursement Template (download [HERE](#)) within 30 days of costs incurred.** For your reference, please find the GSA Per Diem Guide on our [Pre-Launch Resources page](#) or download [HERE](#). To submit for reimbursement following your travel, you will fill out and send our Standard Template Invoice to [AccountsPayable@CaravanHealth.com](mailto:AccountsPayable@CaravanHealth.com). If you have any further questions, please contact [QIWorkshops@CaravanHealth.com](mailto:QIWorkshops@CaravanHealth.com).