

Unbridled is requiring that all employees asked to travel on business for the company take a Coronavirus test before you travel, and also upon return. Upon approval, you will be reimbursed for the tests if free, public testing is not an option. Here are the details:

- 1) **OUTBOUND TEST:** Please time the test prior to departure to provide proof of a negative COVID-19 test result that has been administered within 72-hours prior to your outbound flight. If you test positive **DO NOT TRAVEL** and contact me immediately.
- 2) **RETURN TEST:** Please do not come to the office until you have a negative result on your “return” test, or with your healthcare provider recommendation. Based on different variables, we expect that about seven days will allow time for a test result. If you test positive **DO NOT RETURN TO THE OFFICE** and contact me immediately.
- 3) **TESTING OPTIONS:** If free, public testing is available and you can receive timely results we ask that you use this option first. If free testing is not an option, you will be reimbursed for the cost of this service **if it is not covered by insurance**. Expenses qualified for reimbursement include:
 - In Network office visit or copay charges directly related to getting the test or referred for the test.
 - The cost of two tests (one prior to travel and one upon return) per trip.
- 4) **REIMBURSEMENT PROCESS:** We have contracted with Rocky Mountain Reserve (RMR) to manage this special Excepted Benefit Health Reimbursement Arrangement. The details of the reimbursement qualifications and process are attached. Your name has been submitted, but it is important that you activate your account with Rocky Mountain Reserve (instructions in the attached document) as soon as possible, and be sure to request payment through direct deposit to speed up your reimbursement.

To receive reimbursement you will need to submit the receipts for each office visit and test, along with email approval from me. To request approval, please use this link to provide the details of your request: <https://unbridled.in/covid-test-reimbursement-request-form/>. I will reply with approval and that email will serve as documentation for RMR to process your reimbursement.

PLEASE DO NOT USE YOUR COMPANY AMEX OR SUBMIT CORONAVIRUS TESTING EXPENSES TO UNBRIDLED ACCOUNTING.

- 5) **INSURANCE SUBMISSION** – if you submit your test as an insurance claim, please wait until you receive the Explanation of Benefits from your insurance company to request reimbursement from Rocky Mountain Reserve. The company will reimburse you for any costs not covered by insurance.
- 6) **TEST REIMBURSEMENT FOR CONSECUTIVE TRIPS** – In the EBHRA instructions I asked for separate reimbursement request for each trip, two tests per trip. In some cases the “return” test for on trip is also the “outbound” test for the next trip. Please use the notes section on the reimbursement form to clarify if the request is for 2, 3 or 4 total tests and I’ll approve accordingly.

As an additional resource, please refer to your local state health department for public testing options and requirements.

We are still new at this process so if you have any questions or run into any difficulty please contact me directly. We'll work through exceptions and one-off situations if they come up.

Thank you, and travel safely.

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