General Guidelines

- On the date of your consulting service, you will receive an email specific for that service, noting the dates and name of the event.
- Once you have completed all hours related to the service, it's time for you to report your time and expenses.
 - Open the email you were sent (Work Report email will be sent the date the service begins) and follow **Steps 1–8** beginning on page 2.
- Should you have any questions about the service, please do not hesitate to contact the "Requestor" identified in the email and Work Report you have been sent. Any questions related to payment may be directed to <u>hcp.consulting@exac.com</u> and <u>accounting.team@exac.com</u>.

Please note: The form cannot be saved partially completed and submitted later.

- Once you hit the Submit button on the Work Report, your Work Report and any attachments you
 provided will be automatically sent to Exactech. Should you wish to supplement your Work Report
 with any attachments or information that may have been overlooked at the time of submission,
 you may send the information via email to https://www.hcp.consulting@exac.com.
- In order for Exactech to make payments, we must have your current financial forms on file (e.g. IRS W-9, Direct Deposit or Wire Transfer form). You may electronically complete these forms at the following <u>link</u>. This link also appears below the certification in your Work Report.

 After you have completed all work related to a consulting service, open the "Service Notification & Work Report" email you received, copy the passcode found in the email, and click the Link to Work Report to open the form. Note that the email could be in the spam folder of your account. The advice is to save the email in your contacts to avoid this issue in the future.

Exactech Service Notification & Work Report						
SharePoint Online <no-reply@sharepointonline.com></no-reply@sharepointonline.com>	\odot	← Reply	Keply All	\rightarrow Forward	Ú	•••
				Wed 2/21/2	2024 11:3	38 AM
() Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.						
Dear						
Exactech is pleased to have you provide consulting services for the event described below:						
Service(s) Service Date Location						
After the event, follow the link below to complete your Work Report and to report any expenses you may have related to this event. Please copy t first page of the Work Report.	he Pa	sscode below	/ and after clicki	ng the link, past	e it into	o the
Should you have any questions about this service notification, please contact me directly. If you have any Work or Expense Report submissions que by replying to this email.	estion	s, you can co	ntact a membe	r of the Complia	nce Tea	١m
Passcode: 88194444						
Link to Service						

Best	Regards
Dest	negarus

2. Once you have clicked on the Work Report link you will be taken to the following page.

Please paste the passcode from the email here. Then click the "Retrieve" button.

🗟 Save 🗙 Cancel		
Consultant Service Work Report Enter Passcode and Click Retrieve		
Consultant	Email Address	Requester
Service Start	Venue	Event Description

3. Upon clicking "Retrieve" you will see your personalized Work Report.

- 4. Under the **"Service Details"** you will find information related to the service, such as the date, city where the event was held, and the name of the Exactech Requestor for this service.
 - a. Under this section you will enter the City, State (if applicable) and Country where the service took place. You will also insert the number of hours spent for preparation and service. Each entry will need a description of how those hours were spent.

Consultant Service Work Report		
Enter Passcode and Click Retrieve		
C) Retrieve		
Consultant	Email Address	Requester
Service Start	Venue Dinner	Event Description Knee Discussion
Service Details Pla	ease fill out City and Country	
City *	State	Country *
Service Type \lor Hours \lor Date \lor Brief D	escription \vee	
(i) No items found in this view		
+ New entry Click "New E † Click "+New entry" Above to Create Service Entries	Entry" to add preparation and service h	nours and
Service Preparation	Other	

Below is what you will see when you select New Entry. Click SAVE once you input the date and hours.

	🔚 Save 🗡 Cancel			
S	Service Details			
Ţ	ype of Service *	Date *	Hours *	
ſ	\sim			
ſ	Preparation			
	Service			
L	Other			

Attention: Convert hours and minutes to decimal hours. For example: 1 hour and 30 minutes = to 1.5 to be input in the work report. You can use this calculator: <u>https://www.ontheclock.com/converthours-minutes-to-decimal-hours.aspx</u>

5. The next section is where you will enter detailed information regarding travel hours to and from the event. Limits apply as indicated in your contract.

Travel Information		
Departure City		
Travel To Event	Travel To Hours	Travel To Description
Travel From Event	Travel From Hours	Travel From Description
	Total Travel Time 0.00	

6. Next, enter any personal expenses related to the consulting service that you are requesting Exactech for reimbursement. Please be sure to **attach** copies of receipts for any expense included in this report that were personally paid by you. Additionally, only expenses allowable under Exactech's Consultant Travel Policies should be submitted.

Expenses								
Date \checkmark	Breakfast \vee	Lunch \vee	Dinner \vee	Other \vee	Airfare \vee	Ground Transportation \vee	Lodging \vee Parking and Tolls \vee	Mileage
 No items found in this view 							_	Þ
+ New entry								
Expense Total					Mileag	e_Total		
Attach Receipts and Sup	porting Docu	iments						
Attachments								
					P			
				Drop hei	re or click to s	elect		

7. Below is what you will see when you select "New Entry" under the Expenses section. You may enter all applicable expenses for the selected date (meals, transportation, parking, etc.) and the amounts. Please make sure to provide a description of each expense in the "Explanation" field at the bottom. Once you have entered the details, click "Save". You may make separate entries for each date there are reportable expenses.

🔚 Save 🗙 Cancel			
Expenses			
Date			
Airfare	Ground Transportation	Lodging	Parking and Tolls
Breakfast	Lunch	Dinner	Other
SubTotal			
0.00			
Mileage	Mileage is reimbursed in	your country rate and will be added to	the total
Explanation			

8. The final step is to certify and sign your Work Report by typing your name in the field provided under "Signature", selecting the date of signature, and clicking "Submit Work Report".

Confirmation and Signoff				
I certify that I, the undersigned, participated in services as described above, for which I provided the actual hours of service, preparation and travel as noted.				
I further certify that I have not double billed for travel and preparation time, nor do any of the hours described above include operating room time. This request for compensation is solely to reasonably compensate me for my time, efforts and expenses in conducting the described service at the request of Exactech. Finally, I certify that I have complied with all terms and conditions of my consulting agreement.				
Please complete your Financial Documents to be reimbursed for this service. These forms only need to be completed one time or if your information has changed. They can be found here.				
Signature *	Signing Date			
Insert Name Here	2/23/2024			
G Submit Work Report				

9. Your Work Report is now complete and has been automatically sent to Exactech for review.