



## Compliant Prescriber Meals

### Frequently Asked Questions

If you have any questions about this guidance, please contact Compliance at [Compliance@Bioventus.com](mailto:Compliance@Bioventus.com)

#### Definitions

**Prescriber:** *An individual who is authorized to prescribe Bioventus products. Examples include physicians, physician assistants, advanced practice nurses, and pharmacists. All individuals who cannot legally prescribe Bioventus products are referred to as **Business Guests**, including all office staff.*

#### MEAL LIMITS

#### **Q1: How much can I spend on food for offices?**

A1: The meal must be of modest value. Bioventus has set limits for meals that include food, beverage, tax, tip, delivery fees, etc. You cannot order a \$50 breakfast and then add on extra fees.

- Breakfast: \$50.00 per person
- Lunch: \$50.00 per person
- Dinner: \$150.00 per person

#### **Q2: What if I go over the per person meal limit?**

A2: A Vice President or Area Vice President must approve the expense and proof of the approval (either approval in Concur or an email attached to the expense report) is required. In rare circumstances, if the meal exceeds VP approval amounts, it must be approved by one of the CEO, the CFO, or the General Manager of your business unit, PLUS the Chief Compliance Officer.

<b>HCP Meals</b>						
	No additional Approval Needed		With VP and AVP Approval		With CEO, CFO, or SVP and Chief Compliance Officer Approval	
Breakfast	\$	50	\$	50	\$	75
Lunch	\$	50	\$	75	\$	100
Dinner (After 5 p.m.)	\$	150	\$	175	\$	200

#### **Q3: Can I split the bill with another Bioventus employee?**

A3: No. One person must pay the full bill: you cannot split the check with another Bioventus employee or contractor.

**Q4: What if I book a dinner at a restaurant that has a minimum number of attendees or spend amount?**

A4: If you cannot avoid it (for example, you have asked for a separate quiet room where the attendees can eat during a presentation), you should explain this in the Comments section of Concur. Be sure to separately itemize the additional cost of the room and A/V equipment charges, if applicable, so that we do not report it against the HCP for Sunshine reporting purposes.

- **Unmet Restaurant Minimums:** If you booked a room for 15, and only eight show up, be sure to itemize the cost and explain the situation in the Comments section of Concur so that we do not artificially inflate the Sunshine reporting for the people who did attend.

**AMOUNT AND TYPE OF FOOD**

**Q5: May I bring a box of snacks for the whole office when I am there to speak to the prescriber?**

A5: NO. You must have some level of educational, business, or product discussion with every person who takes some of the food. While your conversation with the surgery scheduler may be different from your conversation with the prescriber, it is still a business conversation. You should reasonably try to bring only as much food as could be eaten by the people you expect to speak with (e.g., a dozen bagels plus coffee for an office where you plan to talk with 8 or 9 people). You should not bring food that is not reasonably expected to be eaten while you are at the office (for example, you could bring an assortment of edible fresh fruit that people will eat while talking with you in the break room, but should not bring a carton of fresh oranges for everyone to take one and go back to their desks to save for later).

**Q6: How often can I take food to a specific office?**

A6: No more than six times in a year.

**Q7: Can I just buy food with my Starbucks card and expense it?**

A7: You must always have an itemized receipt for any food you provide to office employees. So, yes, you can use your prepaid card, but you still need to present the itemized receipt. It is NOT enough to present a receipt for the cost to refill your prepaid card.

**ALCOHOL**

**Q8: Can we expense alcohol at meals?**

A8: Bioventus limits alcohol in two ways: only after 5:00 pm local time (no exception on weekends), and only when accompanied by food. As a practical matter, this means you can only offer alcohol at a dinner meeting. You may have drinks (after 5:00 p.m.) in an attached bar while you wait for your dinner table, but you may NOT have drinks at a bar and then go off-site to another location for dinner. The total

cost (bar bill plus dinner bill) cannot exceed the Bioventus \$150 per person dinner limit. Attendees may purchase their own drinks.

### **VENUE AND ATTENDEES**

**Q9: Are there any limits on the types of places I can take people to meals outside the office?**

A9: YES. The location must be conducive to a business discussion, such as a separate area or break room in a clinic, a private room in a restaurant, or a quiet restaurant where you can reasonably expect to have a substantive discussion about Bioventus and its products. No noisy restaurants with live music where you snag the best seats by the stage.

**Q10: What about a relative who works in the HCP's office?**

A10: Relatives of the HCP (*e.g.*, spouse or children) who work in the HCP's business do have a business reason to attend. The "no spouses, children, or guests" rule does not apply to them.

**Q11: What if an office still doesn't allow in-person sales calls? Can I do a "virtual" meal?**

A11: YES. Virtual Meals must be set up using a Bioventus-IT approved application (MS Teams or ZOOM) if the account restricts sales rep access. You may NOT deliver the food and then leave: the food must be delivered directly to the office by the restaurant, caterer, or food delivery service. You may not give your corporate card information to customers to order food on their own. You may not have food delivered to a home even if the HCP is working from home. The itemized receipt from the vendor must include the delivery address. The amount of planned food must be consistent with the number of planned attendees. You must submit the following with the Concur expense entry:

- Meeting invite from the IT Application (*e.g.*, MS Teams or Zoom).
- "Usage report" from the IT Application that shows the duration of the event.
- Sign-In Sheet: all attendees must be listed and have signed the sheet (or opted out of the meal).

### **RECEIPTS**

**Q12: Do I need an itemized receipt if the expense is less than \$50?**

A12: YES. All HCP food items must have itemized receipts, regardless of the amount.

**Q13: What if I buy food at a grocery store and take the food to an HCP's office?**

A13: On the grocery receipt, circle the items you bought for the office and submit the entire receipt (not just the circled part) as the itemized receipt.

**Q14: What if the Attendance Sheet is missing when I go to submit my expense report?**

A14: In rare, extraordinary circumstances, if you do not have the Attendance Sheet with you, list each prescriber on a copy of the receipt or a piece of paper, and upload the receipt or paper into Concur. Then add language in the Comments section on Concur to explain what happened. You still need to list **all** the attendees in Concur. If you do not remember the names of all attendees or you do not recall whether the attendees partook in the meal, contact Compliance before submitting the expense.

**ATTENDANCE SHEET**

**Q16: Who needs to sign the attendance sheet?**

A16: No signatures are needed. BUT – if you meet with the prescriber and they do not eat the food, you need them to initial the “opt-out” box so the meal will not count against them for Sunshine reporting.

**Q17: Do I need the names of non-prescribers who eat the food?**

A17: YES and NO. You do not need to list them on the Attendance Sheet but you **will** need to list them in Concur. This is true for business guests and for Bioventus employees.

**CONCUR**

**Q18: How do I list the meal in Concur?**

A18: When filling in your Concur expense report, follow this guidance:

- **Must use Expense Type “HCP-Meals-External”:** NEVER use Expense Types “Meals & Entertainment” or “Meetings” or “Other” for an instance where we paid for food for an HCP.
- **Must use HCP Business Purpose “Non-Faculty/Non-Speaker Food.”**
- **Do NOT list attendees who opted out of the meal.**

**Q19: How do I handle fees like room rental, audio/visual, and unmet minimums?**

A19: Itemize them out of the per person costs when reporting in Concur.

**Q20: What names do I need to list in Concur?**

A20: Everybody. **All prescribers** are listed as an HCP. Do not use “business guest” for any prescriber. Contact Compliance if you are unable to find a medically licensed professional using the Advanced Search. **Non-prescribers** should be listed as “Business Guest,” or “Employee” if they work for Bioventus.

**Q21: What product should I list in Concur?**

A21: Select the primary product discussed during the meeting.

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