

Cornerstone Behavioral Healthcare

PM.9 Employee Expenses

Cornerstone Behavioral Healthcare (CBH) will reimburse employees for pre-authorized expenses incurred in the performance of their duties as employees of the company.

Claims for reimbursement must be submitted on the Expense Report form.

CBH will comply with all Internal Revenue Service and Department of Licensing and Regulatory Services policies and procedures relating to such reimbursement.

MILEAGE: Employees will be reimbursed for mileage specifically related to employment activities. Reimbursement will be paid at the current rate set for CBH employees. Management will periodically review the rates for reimbursement and reserves the right to adjust the rates. Employees will not be reimbursed for commuting.

Frank Willard

CEO

06/23/2025

Date