

Health Care Provider (HCP) Consultant Expense Reimbursement Guidelines

Expenses incurred by HCP consultants while providing consulting services on behalf of iRhythm Technologies, Inc. ("IRTC") are reimbursed in accordance with the approved and applicable consulting agreement between the HCP and IRTC, IRTC policies, and these guidelines. Reimbursements must be submitted in accordance with this document to be paid.

General Expense Detail

- Itemized receipts are required for all expenses.
- Each expense submitted for reimbursement must fall within the dates of the approved consulting services being delivered.
- Receipts must be legible and include the following information:
 - Date, time and name of the establishment at which expenditure was made and number of people served
 - Details of the expense (e.g. appetizers, entrees, desserts and drinks ordered for meals, hotel folio for hotel stays, etc.)

Hotels/Lodging

- IRTC will arrange and pay for an HCP's lodging if required, for the number of nights required to provide the service.
- If an HCP is required to arrange and pay for his/her lodging expenses, IRTC will identify the preferred hotel. In these situations, the HCP can book his/her own lodging arrangements and then submit the receipt to IRTC for reimbursement.
- A final receipt/folio from the hotel must be provided

IRTC will pay for:

- Internet access at a hotel
- Business center charges (e.g., printing, faxing costs)
- Hotel valet parking charges

IRTC will not pay for:

- In-room movies
- Mini-bar charges
- Laundry
- Fitness center charges
- Early check-in fees

Passports/Visas

IRTC will pay for:

- Expedited filing fees that are necessary to meet scheduling constraints caused by IRTC
- Visa fees required for travel by the HCP to provide the services IRTC has requested

IRTC will not pay for:

- Basic passport filing or renewal fees
- Special services (e.g., concierge services to assist with paperwork)

Air/Rail Travel

It is highly recommended that airfare is booked through IRTC Travel Services. If travel must be booked through another travel agency, the HCP must contact the IRTC Team Member responsible for the consulting agreement to verify documentation and process requirements. Reimbursement shall not exceed the cost of the flight had it been booked through IRTC Travel.

HCPs are permitted to travel in economy class for flights less than 5.5 hours duration. HCPs are permitted to travel in business class (or first class if business class is not available) on flights that are at least 5.5 hours long.

IRTC will pay for:

- Business/First Class Rail travel
- Coach class airfare (business class on flights that are at least seven hours long)
- One (1) checked baggage charge and one (1) carry-on baggage charge per person per flight
- Charges associated with any equipment bags required to deliver consulting services
- Inflight wireless service
- International transaction fees

IRTC will not pay for:

- Fees associated with changes made directly with an airline or other agency for tickets arranged by IRTC
- Upgrades in class
- Fees associated with changes made to tickets for personal reasons
- Personal airline miles used by HCPs
- Personal airplanes, non-commercial planes, or watercrafts (including hanger or fuel costs)

Transportation/Parking/Mileage

All requests for mileage reimbursement require supporting documentation confirming distance (e.g., map showing the distance driven). The 2024 Standard IRS Mileage Rate is \$.67 per mile driven for business use.

IRTC will pay for:

- Taxi cabs, Uber, or Lyft
- Parking at the meeting venue and airport
- Tolls and ferry fees
- Mileage at the IRS rate in place at the time mileage is incurred

IRTC will not pay for:

- Transportation associated with personal activities
- Rental cars
- Airport valet parking charges

Meals

IRTC will pay for out-of-pocket costs incurred for meals taking place during dates of the approved consulting services being delivered up to the limits listed below. The reimbursement request should only contain the amount related to the food and beverages for the HCP who is requesting the reimbursement; it should not include reimbursement for the food and beverages for any other person in attendance at the meal, including other HCPs.

Breakfast—\$40

Lunch—\$65

Dinner—\$150

- For the following U.S. cities proper, IRTC will pay for out-of-pocket costs incurred for meals incurred in connection with consulting services up to the following limits:

Breakfast—\$40

Lunch—\$65

Dinner—\$175

Boston, MA

Los Angeles, CA

New York City, NY

San Diego, CA

Washington, DC

Chicago, IL

Las Vegas, NV

Palo Alto/San Jose, CA

San Francisco, CA

Denver, CO

Miami, FL

Philadelphia, PA

Seattle, WA

- Meal limits include tax, gratuity, and beverages
- If IRTC provides a group meal during the delivery of consulting services, the HCP cannot submit for reimbursement of the cost of a meal outside of the group meal
- Alcoholic beverages will only be reimbursed in connection with a meal

Entertainment, Recreation, and Guests

IRTC will not pay for:

- Entertainment
- Recreation
- HCP Guests

The U.S. Physician Payment Sunshine Act requires pharmaceutical, biologics and medical device companies like iRhythm Technologies, Inc. to disclose annually to the U.S. government payments and transfers of value provided to U.S. physicians, prescribers, and other Health Care Organizations. This includes the value of meals and refreshments, travel, lodging, and other expenses reimbursed to U.S. physicians in connection with consulting services provided on iRTC's behalf.