

Travel Worksheet For Required Site Visits

(Do Not include Travel Associated with Start-up in this section.)

Required Operational Travel	Number of Visits / Trips	Wages to be Passed Through to County for Required Travel. If included in the Management Fee, so indicate with \$0.00
Regional Mgr/Area/Regional VP	12	\$
Corporate Medical Director	1	\$
Corporate Financial Officer	1	\$
President or CEO	1	\$
H.S.A. to Corporate Headquarters	1	\$
NCCHC Conferences for H.S.A.	1	\$
Other Corp/reg travel - List the purpose below		\$
Other Corp/reg travel - List the purpose below		\$
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List any Salaries associated with Required Travel Costs: \$ _____

Airfare	\$
Mileage	\$
Parking	\$
Rental Cars	\$
Accommodations	\$
Meals	\$
Per Diem	\$
Entertainment	\$
Tips	\$
Other	\$
Other	\$

Subtotal Estimated Travel Expense: \$ _____

Total Annual Estimated Travel and Salary Expense: \$ _____

Note: There are two other worksheets

Start-Up Costs Worksheet

As part of your proposal you are required to disclose your start-up team and the amount of time estimated to be on site. Include all start-up costs you propose to pass-through to the County. Provide details for each including hours and rate. You may expand this worksheet

Recruitment Costs and orientation of New and Existing Staff \$ _____

On-site Corporate/Regional Mgt start-up activity and orientation \$ _____

On-site Corporate/Regional Medical Director start-up activity and Orientation \$ _____

On-site Corporate/Regional Mgt Nursing start-up activity and Orientation \$ _____

Other \$ _____

Other \$ _____

Corporate Salaries of Start-up Team to be passed through to County. If all corporate salaries are included in Management Fee, then indicate \$ 0.00 \$ _____

Travel Associated with Start-up Team

Airfare	\$	
Mileage	\$	
Parking	\$	
Rental Cars	\$	
Accommodations	\$	
Meals	\$	
Per Diem	\$	
Entertainment	\$	
Tips	\$	
Other	\$	
Other	\$	\$

Pharmacy (e.g. Carts, locks, paper supplies, other, etc) List expenses \$ _____

Admin equip (fax, copier, shredder, scanner, timekeeping, etc) List expenses \$ _____

Equipment purchase/lease - List expenses \$ _____

Other Start-up Costs (Attach list and disclose) \$ _____

Total Start-Up Costs: \$ _____

Note: There are two other worksheets

