

Donor Shield Expense Reimbursement Guide – Liver

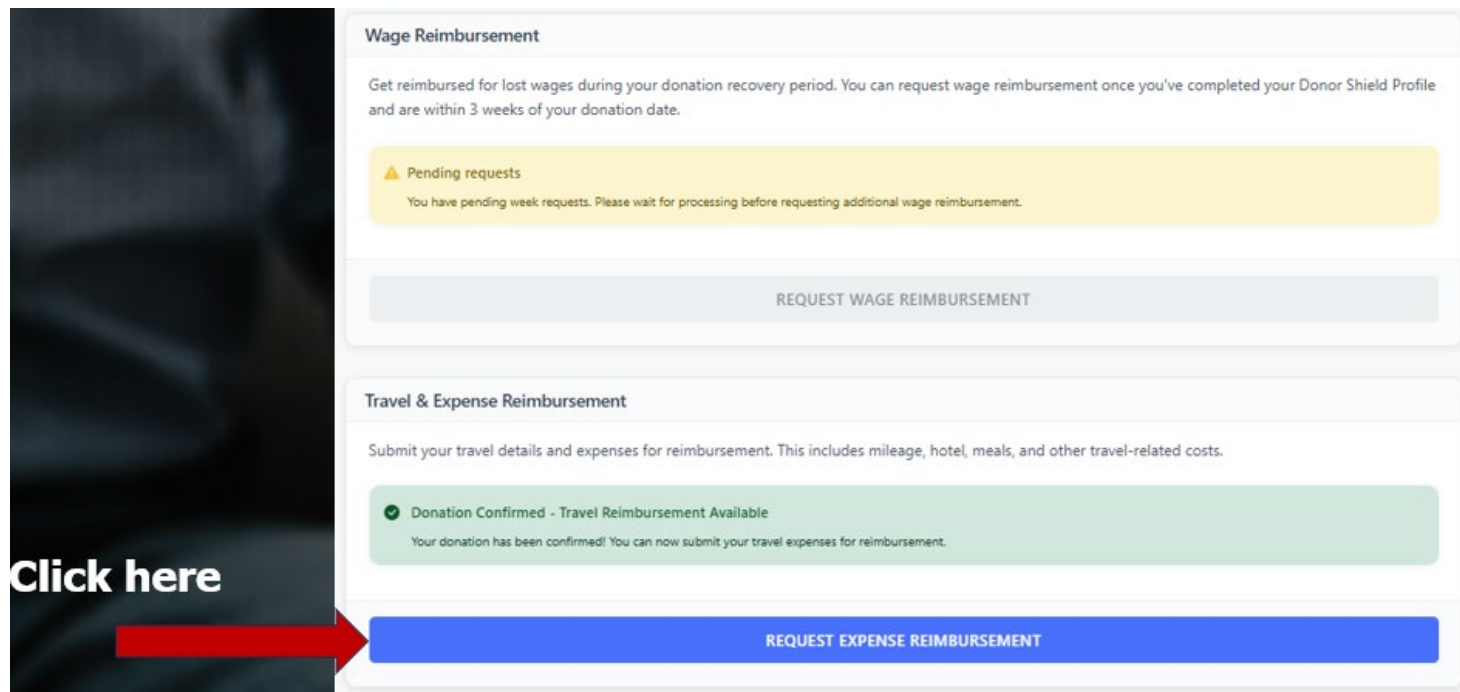
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How to Request Expense Reimbursement

Expenses can only be submitted after your donation has occurred. We recommend waiting until after your first follow-up so you do not miss any expenses.

1) Upload Travel Details & Expenses:

- a. Submit your travel details and expenses for reimbursement including mileage, hotel, meals, and other travel-related costs.
- b. Once uploaded, click “Request Expense Reimbursement.”



The screenshot displays the Donor Shield Expense Reimbursement interface. On the left, a dark grey box contains the text "Click here" in white, with a red arrow pointing to the "REQUEST EXPENSE REIMBURSEMENT" button. The interface is divided into two main sections: "Wage Reimbursement" and "Travel & Expense Reimbursement".

Wage Reimbursement

Get reimbursed for lost wages during your donation recovery period. You can request wage reimbursement once you've completed your Donor Shield Profile and are within 3 weeks of your donation date.

Pending requests

You have pending week requests. Please wait for processing before requesting additional wage reimbursement.

REQUEST WAGE REIMBURSEMENT

Travel & Expense Reimbursement

Submit your travel details and expenses for reimbursement. This includes mileage, hotel, meals, and other travel-related costs.

Donation Confirmed - Travel Reimbursement Available

Your donation has been confirmed! You can now submit your travel expenses for reimbursement.

REQUEST EXPENSE REIMBURSEMENT

2) Trip Information:

- Donation requires multiple trips for test, surgery, pre-op, surgery, labs, and post-op. Select the appropriate reason.
- Enter as many trips as necessary by selecting the reason for your trip and selecting the start and end dates for your trip.
- If you drove, you'll be able to enter your mileage in the Transportation step. Expenses such as meals, lodging, and flights can be added in the Expenses step.



Trip Information

Enter details for your trip to the hospital.

Reason for Trip *

Start Date *

End Date *

Select Reason ▼

mm/dd/yyyy

mm/dd/yyyy

 How Trips Work

Select the reason for your trip, then enter the start and end dates for your trip to the hospital. If you drove, you'll be able to enter your mileage in the Transportation step. You can add expenses like meals, lodging, and flights in the Expenses step.

Cancel

Next →

d. For a surgery trip, you will be asked about any caregiver expenses. Please provide their information.



Trip Information

Enter details for your trip to the hospital.

Reason for Trip *	Start Date *	End Date *
Surgery	02/01/2026	02/06/2026

Did you have a caregiver expense? *

☒ Yes ☐ No

Caregiver Information

Caregiver Name *

Jane Doe

Address Line 1 *	Address Line 2
123 Main Street	Apartment, suite, etc.

City *	State *	Postal Code *
San Diego	CA	55555

 How Trips Work

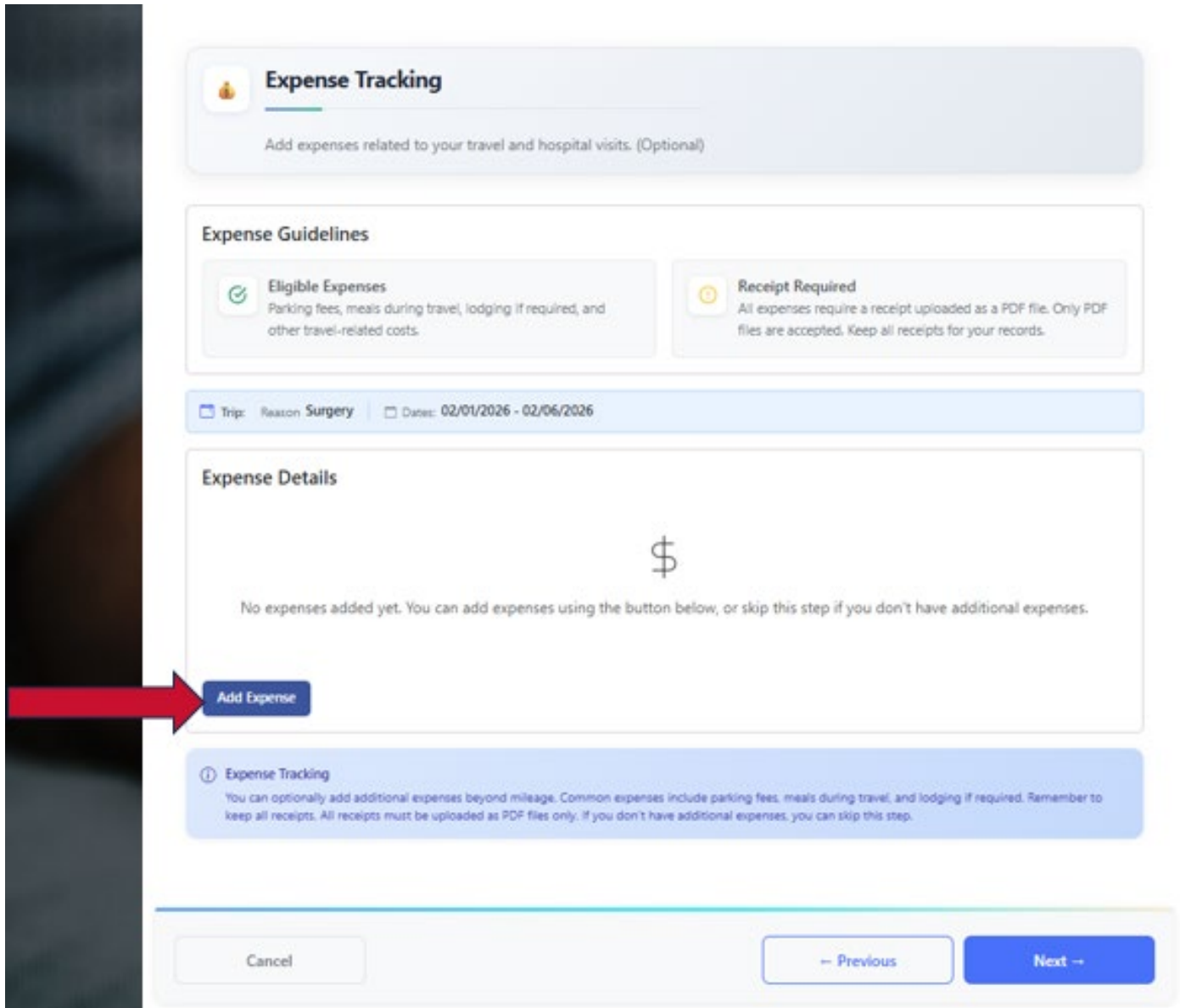
Select the reason for your trip, then enter the start and end dates for your trip to the hospital. If you drove, you'll be able to enter your mileage in the Transportation step. You can add expenses like meals, lodging, and flights in the Expenses step.

Cancel

Next →

3) Expense Tracking:

- Eligible expenses include parking fees, meals during travel, lodging if required, and other travel-related costs.
- All expenses require a receipt uploaded as a PDF file. Only PDF files are accepted. Keep all receipts for your records.
- Click on “Add Expense” to upload.
- It is very important that the receipts uploaded match the trip dates.



The screenshot displays the 'Expense Tracking' section of a web application. At the top, a header bar contains a flame icon and the title 'Expense Tracking', with a subtitle 'Add expenses related to your travel and hospital visits. (Optional)'. Below this, the 'Expense Guidelines' section is divided into two columns: 'Eligible Expenses' (marked with a green checkmark icon) listing parking fees, meals, lodging, and other travel costs; and 'Receipt Required' (marked with a yellow coin icon) stating that all expenses need a PDF receipt. A light blue bar below the guidelines shows 'Trip: Reaston Surgery' and 'Dates: 02/01/2026 - 02/06/2026'. The 'Expense Details' section features a large dollar sign (\$) and the text 'No expenses added yet. You can add expenses using the button below, or skip this step if you don't have additional expenses.' A red arrow points to a blue 'Add Expense' button located at the bottom left of this section. Below the details is a light blue informational box with an 'i' icon, explaining that optional expenses beyond mileage can be added and that receipts must be PDFs. At the very bottom, a navigation bar includes a 'Cancel' button, a '← Previous' button, and a blue 'Next →' button.

e. Select the appropriate expense category.

Trip: Reason **Surgery** | Dates: 02/01/2026 - 02/06/2026

Expense Details

Date	Category	Amount	For Caregiver	PDF only
02/01/2026	Select Category	\$ 0	☐	PDF only

Add Expense

Select Category

- Lodging
- Flights
- Transportation
- Dependent Care
- Meals
- Self-Driving Mileage

Expense Tracking
You can optionally add additional expenses beyond mileage. Common expenses include parking fees, meals during travel, and lodging if required. Remember to keep all receipts. All receipts must be uploaded as PDF files only. If you don't have additional expenses, you can skip this step.

f. For self-driving, input the one-way total or use the location button to automatically calculate the distance based on your address. *Tip: Enter one-way mileage: the system will calculate the total trip distance.

Trip: Reason **Surgery** | Dates: 02/01/2026 - 02/06/2026

Expense Details

Date	Category	Amount	One-Way Miles	
02/01/2026	Self-Driving Mileage	\$ 140.00	100	

Add Expense

How to use Self-Driving Mileage:
Click the **location button** to get the mileage from your address to the center using Google Maps
Enter the one-way miles in the field above, or use the location button to calculate it automatically
The **Amount** field is automatically calculated using the formula: $(\text{One-Way Miles} \times 2) \times \$0.70/\text{mile}$

Expense Tracking
You can optionally add additional expenses beyond mileage. Common expenses include parking fees, meals during travel, and lodging if required. Remember to keep all receipts. All receipts must be uploaded as PDF files only. If you don't have additional expenses, you can skip this step.

g. One trip can incur multiple expenses. Upload the corresponding receipts with each expense.

Trip: Reason **Surgery** | Dates: 02/01/2026 - 02/06/2026

Expense Details

Date	Category	Amount	Number of Nights *	For Caregiver	
02/01/2026	Lodging	\$ 1000	5	☐	 PDF only 
02/01/2026	Flights	\$ 600		☒	 PDF only 
02/01/2026	Meals	\$ 150			 PDF only 
02/01/2026	Transportation	\$ 100		☐	 PDF only 

Add Expense

 Expense Tracking

You can optionally add additional expenses beyond mileage. Common expenses include parking fees, meals during travel, and lodging if required. Remember to keep all receipts. All receipts must be uploaded as PDF files only. If you don't have additional expenses, you can skip this step.

4) Review & Submit:

- Once you upload all documents, click Next to move on to review. If all information is correct, save the trip.
- After you save your trip, you will be directed to your main profile page. From there, you can submit or add another trip if necessary.



Review & Submit

Review your information before submitting your reimbursement request.

Payment Information: Please be advised that the reimbursement will be directly deposited into your account via ACH, coming from Best Match Corporation.

Trip Reason:

Surgery

Status:

Ready for Request

Date Range:

01/31/2026 – 02/05/2026

Days:

6

One-Way Miles:

100 miles

Line Items

CATEGORY	AMOUNT	RECEIPT	VALUE
Self-Driving Mileage	\$140.00	N/A	100 /mi

Total Line Items:

1

Total Amount:

\$140.00

Cancel

← Previous

Save Trip →