|  |
| --- |
| Travel and Expense Reimbursement Guidelines |

It is the purpose of this document to establish guidelines that are fair and equitable to all parties and allow Company business to be conducted in a manner that is safe, efficient and cost-effective.

1. **General Conditions:**
	1. Travel for Company purposes will be completed in strict accordance with guidelines and reimbursement will be made at the discretion of Company management. Advance approval of travel expenditures is recommended in all cases.
	2. Travelers often combine personal business trips with Company business. The Company will pay for its portion of the trip only. In these situations, the traveler will be allowed to submit only those expenses reasonably associated with the Company business portion of the trip and may be required to split or prorate certain costs.
	3. Travel expense reimbursements shall be limited to actual expenses incurred.
	4. The Company maintains an in-house travel staff and takes advantage of certain preferred vendor discounts. Travelers will be required to adhere to the Company’s travel arrangements when applicable or, in the event that the traveler elects to book travel arrangements independently, may be subject to partial reimbursement of actual expenses.
2. **Air Travel**
	1. The Company will purchase for, or reimburse, the traveler based on its lowest available fare, which shall be defined as economy class with applicable discounts applied.
	2. The Company will consider reasonable departure/connection times when planning trips. Alternative airports may be used as a cost saving measure.
	3. Certain destinations may require the traveler to stay over a Saturday night. In such cases, reasonable lodging and meal reimbursements will be allowed.
	4. The traveler’s own airline preferences and travel incentive programs will be considered when economically feasible. Travelers who elect to utilize their own preferences will be subject to a partial reimbursement, limited to those reasonable costs which would have been incurred when booking travel through the Company’s in-house staff.
	5. The traveler will be responsible for any fees incurred from flight changes not mandated by the Company.
3. **Accommodations**
	1. The Company will cover the expense of a standard guest room while traveling on official Company business. The length of stay shall be appropriate for the business purpose and pre-approved accordingly.
	2. Hotel selection should be made by the Company and will be done based primarily on cost.
	3. The Company will pay, or reimburse, for room and tax only. Incidentals such as in-room movies, dry cleaning and laundry service, tips or other discretionary purchases will be the responsibility of the individual traveler and should not be charged to the room.
	4. The traveler’s own hotel room preferences and incentive programs will be considered when economically feasible. Travelers who elect to utilize their own preferences will be subject to a partial reimbursement, limited to those reasonable costs which would have been incurred when booking travel through the Company’s in-house staff.
4. **Ground Transportation**
	1. Mileage Reimbursement: If the traveler elects to drive to Company meetings, the Company will reimburse mileage based on IRS guidelines plus actual parking expenses; however, if driving and parking costs exceed airfare and taxi costs, the Company will reimburse the traveler the lesser of the two costs.
	2. Taxi and Parking: the Company will cover Taxi charges to and from airports in the cities of origin and destination. In instances where it is more economical for the traveler to drive to the airport, long-term airport parking charges at the traveler’s origination city airport will be covered by the Company for a reasonable period of time related to the Company event.
	3. Rental Car Option: the Company will cover car rental, and related parking, only if meeting locations dictate the need to rent a car (i.e., it’s more economical to rent a car to reach the meeting location than it is to use a taxi service). The allowance will be for the cost of a mid-sized rental car for a reasonable period of time related to the Company event. If the traveler chooses to rent a car at a greater cost in lieu of utilizing taxi service, the Company will reimburse the approximate cost of a taxi fare only.
	4. Local Travel: Local travel will not be reimbursed. Local travel includes mileage incurred within employee’s metropolitan area and to and from the nearest major airport.
5. **Meals**
	1. When traveling solely on Company business, the Company will cover the reasonable cost of the traveler’s meals. IRS guidelines will be used to determine the reasonableness of such reimbursement.
	2. Meal costs of companions or guests are the responsibility of the traveler and should not be submitted to the Company.
	3. In any instance where meals are available to the traveler (i.e. Company events that include food could be attended or the hotel provides for complimentary breakfasts), no reimbursement will be available.
	4. Reasonable tips for meals will be reimbursed (15%). Tips beyond this customary amount will be the responsibility of the traveler.
	5. If the establishment applies a mandatory service charge, it will be fully reimbursed. The Company will not reimburse any tip above the mandatory charge.
6. **Other Expenses**
	1. Function and Activities: the Company will reimburse functions and activities directly related to or associated with official Company business. Such activities must have a planned business purpose and be approved in advance by Management of the Company.
	2. Incidentals and Other Costs: The Company will reimburse only those travel costs enumerated above. The traveler is expected to cover all other costs related to Company travel. In the event that the traveler expects to incur costs, which are not addressed above, the traveler must obtain the advance approval of Management of the Company.
7. **Conflict Resolution**
	1. The above travel policies are to be adhered to at all times. Any exceptions to these policies require advance written approval of Management of the Company.
	2. Any conflicts that arise related to travel reimbursement may be taken to the Company’s President. Upon review of the circumstances, the President may issue a final determination or whose decision shall be final.
8. **Travel Reimbursement Forms**
	1. Travel related expenses are to be detailed on the Company’s travel reimbursement form and are due no later than the fourth business day of the month following such travel. Travel expenses will be reimbursed on a semi-monthly basis.