

# Travel & Expense Policy

Company X will reimburse employees for their reasonable expenses incurred in connection with necessary and authorized Company business. The purpose of this policy is to establish consistent, reasonable, and accountable standards to record and control the cost of business travel and entertainment.

Controlling travel and entertainment as well as business meal costs is the responsibility of each employee. It is expected that good judgement will be exercised when authorizing the use of and/or when utilizing Company funds.

As travel is an inherent part of doing business, employees are hired with the expectation that they are willing to travel in accordance with these guidelines and provide supporting documentation

## **1. Travel Request:**

A Travel Request (TR) must be agreed and approved by the immediate supervisor for all international and domestic trips.

## **2. Out-of-Pocket Reimbursement:**

An original receipt is required for all expenses paid via cash or personal credit card in excess of \$20.

## **3. Air Travel:**

To control Company travel expenses, Company X employees need to have the Air Travel approved by direct supervisor based on the following approval levels (3.1)

Any air expense up to \$300 does not need approval but if not justified will be rejected and paid by traveler from salary deduction.

### **3.1 Approval Levels for Air Fares:**

Air Fare needs to be approved in advance by the immediate supervisor for all international and domestic trips, taking into consideration the business rule below.

3.1.1 Above \$300 air travel must be approved by Line manager

3.1.2 If there is a difference of 10% between company logical fare (i.e. best logical fare based on destination, date and time) and the option selected by the traveler, then additional approval from Director will be needed.

3.1.3 VP are approved by default

### **3.2 Travel time and travel class**

- Travel up to 6 hours (flying time for total point to point journey) – economy class at all levels, except VP who is entitled to business in any flight
- Travel over 6 hours (including connecting time) – business for all

### 3.3 Upgrading/Downgrading

Unauthorized Upgrading: Unauthorized upgrading of air tickets from economy to economy plus or economy plus to business class is considered a personal expense and will not be reimbursed by Company X.

### 3.4 Personal Travel

The Company X approved travel agency will accommodate travelers who wish to add a personal segment to a business trip.

The traveler is responsible for payment of any additional costs that may be incurred with the addition of the personal travel. Those costs must be paid by the traveler's personal credit card. If the fare can't be issued on a separate ticket, the employee must reimburse Company by personal check/bank transfer/debit to payslip.

## 4. Travel Meals

Company X will reimburse employee with a valid copy of expense with the maximum amounts shown in the table below

| <b>Meal Type</b> | <b>Americas</b> | <b>Non-Americans</b> |
|------------------|-----------------|----------------------|
| Breakfast        | \$15            | \$15                 |
| Lunch            | \$25            | \$30                 |
| Dinner           | \$40            | \$45                 |

### International Hotel Accommodations:

Traveler may also handle his or her own international hotel arrangements, keeping in mind the objectives of this Travel Policy. When booking international hotel accommodations, Suppliers are to shop for the least expensive hotel rates as they do vary within each country.

Traveler may be reimbursed for actual hotel costs up to the following daily amounts\*:

|                                      |              |
|--------------------------------------|--------------|
| <b>Asia .....</b>                    | <b>\$250</b> |
| <b>Australia.....</b>                | <b>\$250</b> |
| <b>Europe .....</b>                  | <b>\$200</b> |
| <b>Latin America/Caribbean .....</b> | <b>\$200</b> |
| <b>Middle East &amp; Africa.....</b> | <b>\$250</b> |
| <b>US &amp; Canada .....</b>         | <b>\$125</b> |

Approval of a Vice President will be required for any hotel where the rates are above reasonable rates for similar hotels in the city (to be determined by Corporate Travel).

## 5. GROUND TRANSPORTATION

The most cost-effective means of transportation must be used while on Company business. The employee should investigate the use of alternative transportation (i.e., airport shuttle, taxi, etc.) before deciding to rent a car.

The traveler is responsible for determining his or her own ground transportation requirements and should be prudent in making that decision, in accordance with the dictates of this document.

The traveler is always encouraged to use the least expensive ground transportation option available and should consider public transportation or shuttle services, where available. In many cases, hotels booked via the approved methods provided by Company X will have shuttle buses available between the airport and the hotel.

## 6. ANCILLARY FEES

The following ancillary fees are not reimbursable by Company X:

- Cell phone expenses & accessories
- Clothing
- Entertainment expenses, including meals for Company X employees which do not meet the other Company X policies
- Expenses related to vacation or personal days while on business trip
- Laundry
- Luggage and briefcases
- Magazines and newspapers
- Medical supplies
- Optional travel or baggage insurance
- Airline Ancillary services: Airline club membership, Wi-Fi, access to the lounge, fast track at security, extra bag, meal upgrade, preferred seat – allowed only at VP level. (Approval of direct supervisor will be required for any ancillary services not included in the purchased ticket fare – or alternatively this will be covered personally at the traveler's own costs.)