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| Title | Travel and Entertainment Expense Policy |
| Department | Human Resources |
| Effective Date | 7/2024 |
| Review Date(s) | |
| Revision Date | |

PURPOSE

The Company understands the importance of managing expenses effectively while ensuring that team members can conduct business in a productive and efficient manner. This policy outlines guidelines for reimbursable travel and entertainment expenses incurred by team members in the course of their work.

Expense Categories

1. Travel Expenses:
 - a. Airfare
 - b. Accommodation
 - c. Ground transportation (e.g., taxi, rental car, public transportation, rideshare)
 - d. Meals (excluding alcohol)
 - e. Baggage fees
 - f. Visa and passport fees (if applicable)
2. Entertainment Expenses
 - a. Client meals
 - b. Business-related entertainment (e.g., tickets to events, shows)
 - c. Gifts for clients or business partners (within specified limits)

Guidelines

1. Approval: All travel and entertainment expenses must be pre-approved by the team member's supervisor or designated approver before they are incurred.
2. Receipts: Team members are required to retain and submit original receipts for all expenses claimed. Electronic receipts are acceptable if original receipts are not available.
3. Booking: Team members are encouraged to book travel and accommodation in advance to secure the most cost-effective options.
4. Meal Expenses: Reimbursement for meal expenses will be based on actual costs incurred, up to the specified daily limit. Alcohol expenses will not be reimbursed.
5. Entertainment: Entertainment expenses must be directly related to business activities and should be incurred with the purpose of fostering business relationships or opportunities.
6. Compliance: Team members are expected to comply with all applicable laws and regulations regarding travel and entertainment expenses.

Expense Limits

1. MEALS

- Breakfast: \$10 per meal
- Lunch: \$15 per meal
- Dinner: \$25 per meal
- Daily Total: \$50 per day

2. TRAVEL

- Airfare: Economy class, advance booking for reasonable rates. (Upgrades will not be reimbursed.)
- Ground Transportation: Reasonable cost for taxis, rideshares, or public transportation. (Daily Total: Varies by location, typically within \$25-\$50 per day)

3. LODGING

- Hotel: Reasonable rates at a standard business hotel.
- Per Night: \$100-\$200 per day, depending on location and company policy.

These limits are meant to provide a general idea and may need to be adjusted based on factors such as the cost of living in the area, industry standards, and company budget restraints.

Exceptions

Exceptions to this policy must be approved in writing by the team member's supervisor and documented for audit purposes.

Reporting and Reimbursement

Team members must submit expense reports in a timely manner, following the company's guidelines and using the designated expense reporting system. Reimbursements will be processed promptly upon approval.

Policy Compliance

Failure to comply with this policy will result in the denial of reimbursement or other disciplinary actions.

This policy is subject to periodic review and may be updated as needed. Team members are encouraged to reach out to the Finance or People Operations department for any questions or clarifications regarding travel and entertainment expenses.