



Travel and Expense Policy

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Reimbursement for travel, entertainment and other business expenses when traveling on behalf of Oracles of Truth shall be managed according to this Policy Notice. This policy shall apply to employees and contingent workforce.

Execution

- Executive Director
- Directors
- Managers
- All Employees
- All Contingent Workers

Definitions

- **Contingent Worker:** A person hired to perform work for an employer and often referred to as a freelancer, independent contractor, consultant, or other outsourced and non-permanent worker. He or she may work on site, remotely, or both.
- **Documentation:** Any material that provides official information or evidence or that serves as a record, which may include receipts, invoices, financial statements, bills, etc.
- **Employee:** a person hired to perform work for an employer. The employment relationship may be at-will or under contract. He or she may work on site, remotely, or both.
- **Manager:** A person who oversees the management and operation of a Group and its employees or contingent workforce, management of programs, projects, and/or Contingent Workers within a Division or Business Entity. This is an Interactive Role with responsibilities of interfacing and interacting with multiple other roles internal and external to the Division and/or Business Entity for which he or she may be employed.
- **Reimbursable Expense:** An expense that eligible to be reimbursed under this policy and may include lodging, meals, travel, rental car, parking, and mileage.

Policy Terms

Employees and Contingent Workers are expected to exercise prudent business judgment regarding expenses covered by this policy. Reimbursement for expenses that are not in compliance with this policy requires prior written approval. Approval may be obtained from your direct supervisor or manager.

Employees and Contingent Workers are responsible for complying with this policy. Anyone submitting expenses that are not in compliance with this policy risk delayed, partial, or forfeited reimbursement. Hours spent traveling are not billable unless work tasks, activities, and/or deliverables are being actively completed during travel.

Required Documentation

Requests for reimbursement of business expenses must be submitted at the time the monthly timesheet is due and in the same month the trip is completed. Each expense shall be separately identified. Expenses are reimbursable only for dates applicable to business activity.

Copies of receipts are required for all expenses submitted for reimbursement. Requests for exceptions to this policy should document extenuating circumstances and be approved in advance by your direct Manager.

Lodging

Lodging: Room reservations may be book with any hotel provided room rate is not more than \$99 per night plus tax with inclusion of breakfast.

Meals

Meals (other than breakfast) purchased at the hotel may be invoiced from the hotel receipt. No other expenses are reimbursable.

Travel

All employees and Contingent Workers are expected to travel coach class and must search for the lowest available restricted but changeable fare, rather than the fully refundable fare. The lowest rate across airlines should be selected; choosing an airline due to personal mileage programs is not allowed unless the fare difference is within \$75. Personal frequent flyer credits may be used to upgrade travel class; however, no reimbursement will be made, and no contribution recorded on behalf of the consultant for the business use of frequent flyer credits.

The cost of cancelling and/or rebooking of flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as a changed meeting date). Employees must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes.

Flights higher than \$500.00 must be prior approved in writing by your Manager. Checked baggage fees are reimbursable for one bag each way, up to \$50. No other additional fees are reimbursable for airline travel. Receipts for flights must reflect the starting and ending destination, travel dates, cost of flight, and any applicable credits applied. Invoice line items must include the travel dates and starting/ending destination. If a trip is rescheduled, reimbursement for the fare shall not be invoiced until after the travel has taken place. Rescheduled flights should be reported with the following detail:

- Travel Dates: 10/1-10/5 from ATL to DTW
- Ticket #xxxx purchased 8/10 \$300.00 for 9/15-9/17 trip. Trip rescheduled.
- Rescheduled ticket #xxxx \$400.00, credit of \$300.00 from ticket XXXX applied.
Total due: \$400.00

Parking and Mileage

Reimbursement for either parking of a personal vehicle at the airport, transportation, or mileage to and from the airport is reimbursable. The option that results in the lowest charge should be used.

Anyone using their personal vehicle to travel to the office, reimbursement of mileage between home

and the office is covered at the Federal mileage rate. Reimbursement does not apply to local employees and Contingent Workers. Parking cost for a rental car while traveling is not covered.

Rental Car

If car rental is required, the lowest rate available across rental agencies must be used. Rental rates must be at or below the rate for an Intermediate class car. Upgrades are not reimbursable expenses. The employee should confirm that the credit card that is used to reserve the car covers Rental Car Loss and Damage. Rental Agency coverage should be declined. Any rate over \$55 per day plus tax must be pre-approved in writing by your Manager. When multiple people are traveling at the same time, coordination should be done so that a car can be shared.

Refueling of the car must be done at a gas station and not by the rental agency. Refueling by the agency must be declined at time of rental. Reimbursement of fuel is a covered expense.

Meal Expenses

All meals must be accompanied by detailed (itemized) receipts. Type of meal (lunch or dinner) must be indicated on invoice. Reimbursement for alcohol is not a covered expense. The maximum reimbursement is \$50 per day.

Mobile Devices

Employees and Contingent Workers may receive a reimbursed stipend to cover costs associated with using his or her personal mobile phone to conduct business. Reimbursement is provided when the specific job role requires use of a mobile device to send SMS Text messages or make calls to conduct business on a regular basis. The reimbursement shall be disbursed on a monthly basis and included in the employee or contingent worker's paycheck.

Policy Exceptions

Generally, any exception to this policy must have the prior written approval from your Manager. Requests for exception should document extenuating circumstances or propose overall cost savings.