

Travel and Expense Policy for AIDigital

1. Purpose: The purpose of this Travel and Expense Policy is to provide guidelines and procedures for employees of AIDigital regarding company-sponsored travel and related expenses. This policy aims to ensure transparency, cost-effectiveness, and compliance with legal and ethical standards.

2. Scope: This policy applies to all employees, contractors, consultants, and any other individuals authorized to incur travel and related expenses on behalf of AIDigital.

3. Travel Authorization: All business travel must be pre-approved by the employee's manager or department head. Employees must submit a travel request detailing the purpose, destination, duration, estimated costs, and any other relevant information. Travel requests should be submitted at least [insert time frame, e.g., 2 weeks] before the intended travel date.

4. Booking Travel: Employees are encouraged to book travel arrangements through AIDigital's approved travel booking platform or designated travel agency. All travel bookings should adhere to the company's travel policy and aim for the most cost-effective options without compromising safety or productivity.

5. Transportation: a. Air Travel: Employees should choose economy class for domestic flights and economy/premium economy class for international flights, unless approved otherwise by management. b. Ground Transportation: Reasonable expenses for ground transportation (e.g., rental cars, taxis, rideshare services) will be reimbursed. Employees are encouraged to use the most cost-effective and efficient mode of transportation. c. Personal Vehicles: Employees may use personal vehicles for business travel when it is more cost-effective or convenient than other transportation options. Reimbursement will be provided at the current IRS-approved mileage rate.

6. Accommodation: Employees should seek reasonably priced accommodations that meet AIDigital's safety and comfort standards. Booking through the company's approved platforms or partners is encouraged. Excessive luxury accommodations will not be reimbursed unless justified and pre-approved by management.

7. Meals and Incidentals: Reasonable meal expenses incurred during business travel will be reimbursed. Employees are expected to exercise discretion and choose reasonably priced dining options. Tips and incidental expenses related to business activities will also be reimbursed.

8. Entertainment and Hospitality: Expenses related to entertainment and hospitality must be directly related to business activities and approved in advance by management. Documentation detailing the purpose, attendees, and expenses incurred must be provided for reimbursement.

9. Expense Reporting: a. Timeliness: Employees must submit accurate and complete expense reports within [insert time frame, e.g., 10 business days] of completing the trip. b. Documentation: Expense reports must be supported by original receipts or electronic copies for all expenses claimed. Receipts should clearly indicate the date, amount, vendor name, and nature of the expense. c. Approval: Expense reports must be approved by the employee's manager or designated approver before reimbursement can be processed.

1. Junior Level Employees:

- **Transportation:** Junior level employees are eligible for reimbursement of transportation expenses incurred during approved business travel. This includes airfare (economy class for domestic flights, economy/premium economy for international flights), ground transportation (rental cars, taxis, rideshare services), and mileage reimbursement for the use of personal vehicles.
- **Accommodation:** Reasonable accommodation expenses will be reimbursed for junior level employees. They should seek reasonably priced accommodations that meet company standards, preferably booking through approved platforms or partners.
- **Meals and Incidentals:** Reasonable meal expenses incurred during business travel will be reimbursed, along with incidental expenses directly related to business activities.
- **Entertainment and Hospitality:** Entertainment and hospitality expenses must be directly related to business activities and approved in advance by management.

2. Mid-Level Employees:

In addition to the benefits provided to junior level employees, mid-level employees may be eligible for:

- **Enhanced Accommodation:** Mid-level employees may have more flexibility in choosing accommodations, including the option for slightly higher-priced lodging if justified and pre-approved by management.
- **Enhanced Meal Allowance:** Mid-level employees may have a slightly higher meal allowance compared to junior level employees, reflecting their increased responsibilities and seniority.
- **Entertainment and Hospitality Budget:** Mid-level employees may have a higher budget allocation for entertainment and hospitality expenses, reflecting their role in client meetings, negotiations, or other business-related activities.

3. Senior Level Employees (Managers/Directors/Executives):

Senior level employees, including managers, directors, and executives, may be eligible for additional travel perks and benefits, including:

- **Business Class Travel:** Depending on the nature of the trip and seniority level, senior employees may be eligible for business class or premium class airfare for both domestic and international flights.
- **Executive Accommodations:** Senior employees may have more flexibility in choosing accommodations, including the option for higher-end lodging if necessary for business purposes.
- **Enhanced Meal Allowance:** Senior employees may have a higher meal allowance compared to mid-level and junior employees, reflecting their seniority and potential dining expectations during business travel.
- **Increased Entertainment and Hospitality Budget:** Senior employees may have a higher budget allocation for entertainment and hospitality expenses, reflecting their senior role in client relations, business development, and negotiations.

It's important to note that eligibility for certain travel expenses may vary based on the specific nature of the trip, budget constraints, and managerial approval. Additionally, all expenses must be incurred in accordance with AIDigital's Travel and Expense Policy and must be properly documented for reimbursement.

10. Compliance and Ethics: a. Compliance: All travel and expense claims must comply with applicable laws, regulations, and AIDigital's policies. b. Ethics: Employees are expected to exercise honesty, integrity, and good judgment when incurring and reporting expenses. Fraudulent, deceptive, or unethical behavior will not be tolerated and may result in disciplinary action.

11. Travel Safety: The safety and well-being of employees during business travel are paramount. Employees should adhere to travel advisories, follow company safety protocols, and prioritize personal safety at all times.

12. Exceptions: Exceptions to this policy may be granted on a case-by-case basis with appropriate justification and approval from management.

13. Policy Review: This Travel and Expense Policy will be reviewed periodically to ensure relevance, effectiveness, and compliance with evolving business needs and regulatory requirements. Amendments or updates to the policy will be communicated to all employees in a timely manner.

14. Conclusion: By adhering to this Travel and Expense Policy, employees contribute to the efficient operation and financial health of AIDigital while maintaining the highest standards of professionalism, integrity, and compliance. Violations of this policy may result in disciplinary action, up to and including termination of employment.