Globomantics Internal Policies Handbook

Version 3.2 | Effective Date: January 2025

---

1. Travel and Expense Reimbursement Policy

1.1 Reimbursable Business Travel

Business travel expenses are reimbursable when required for legitimate company purposes. This includes travel to client meetings or customer sites, attendance at industry conferences or trade shows, training sessions, travel to company offices outside your primary location, and recruiting activities. Commuting to your regular office, personal vacation portions of trips, and travel without prior approval are not reimbursable.

1.2 Travel Expense Limits

Airfare:

For domestic flights under 5 hours, economy class is required. International flights over 8 hours allow premium economy seating. Business class requires VP approval and must be over 12 hours in duration. Book flights at least 14 days in advance when possible and use the company's preferred booking portal at travel.globomantics.com.

Hotel Accommodations:

- Standard limit: $200 per night in most US cities
- High-cost cities (NYC, SF, LA, Seattle): $300 per night
- International travel: Check destination-specific limits in the travel portal
- Extended stays (7+ nights): Consider corporate housing options
- Use company-preferred hotel chains (Marriott, Hilton, Hyatt)

Meals and Per Diem:

- Breakfast: Up to $15
- Lunch: Up to $25
- Dinner: Up to $50
- Daily total should not exceed $90 unless entertaining clients
- Alcohol: Up to $25 per day when not with clients
- Receipts required for all meals over $25

Ground Transportation:

Ride-sharing (Uber/Lyft) or taxi costs are reimbursed for airport transfers and client meetings. Car rentals should be economy or mid-size vehicles; full-size requires justification. Personal vehicle use is reimbursed at $0.67 per mile based on current IRS rates. Parking and public transportation are reimbursed at actual cost with receipt.

Example Trip Expense Calculation:

Conference Trip with Client Dinner (3 days, 2 nights):

- Roundtrip flight: $420
- Hotel (2 nights): $400
- Ground transportation: $60
- Meals (3 days): $180
- Client dinner (with 2 clients): $200
- Conference registration: $850
- **Total reimbursable: $2,110**

1.3 Booking and Submitting Expenses

All business travel must be booked through travel.globomantics.com, which automatically applies corporate discounts (typically 15-30% savings) and ensures compliance with policy limits. Direct billing is available for flights and hotels. Booking outside the portal requires manager pre-approval and may require out-of-pocket payment with later reimbursement.

Expense Report Submission:

Submit expense reports within 30 days at expenses.globomantics.com. Upload itemized receipts for all expenses over $25, including boarding passes, hotel folios, and mileage logs if applicable. Categorize expenses correctly (airfare, hotel, meals, ground transportation) and add business purpose and attendees. Your manager has 5 business days to approve, after which Finance conducts a secondary review. Approved expenses are processed within 10 business days via direct deposit. For out-of-policy expenses, provide written justification explaining why the excess was necessary.

1.4 Special Circumstances

International Travel:

Requires approval from department head (Director or above) at least 30 days in advance. Additional per diem rates apply based on destination. Check visa and passport requirements at travel.globomantics.com/international.

Client Entertainment:

Pre-approval required for entertainment over $200 per event. Must include at least one client with documented business purpose. Limits are $150 per person for meals and $100 per person for entertainment (shows, sporting events). Alcohol is included in per-person limits. List all attendees with company names in expense report.

Conference and Training:

Conference registration fees are reimbursed with manager approval. Submit conference approval form at least 45 days before event with justification of how it benefits your role. Limited to 2 conferences per year per employee.

2. Remote Work and Equipment Request Guidelines

2.1 Equipment Eligibility

Globomantics provides equipment based on job role and work arrangement. Full-time remote employees receive complete home office setups, while hybrid employees (2+ days/week remote) receive essential equipment. Equipment is replaced every 3 years for laptops and primary items, and every 5 years for monitors and peripherals.

2.2 Standard Equipment Packages

Full-Time Remote Package:
The full-time remote package includes a MacBook Pro 14" or Dell XPS 15 laptop, two 27" 4K monitors, USB-C docking station with power delivery, wireless keyboard and mouse, noise-cancelling headset with microphone, and 1080p external webcam. For workspace ergonomics, you'll receive an ergonomic chair (up to $400), adjustable standing desk (up to $600), laptop stand, and cable management tools. Total package value: approximately $4,500.

Hybrid Remote Package (2-4 days/week remote):
- Laptop: MacBook Air or Dell XPS 13
- Monitor: One 27" 4K monitor
- Docking station: USB-C dock
- Keyboard and mouse: Wireless keyboard and mouse
- Headset: Standard headset with microphone
- Webcam: 720p external webcam
- Desk accessories: Laptop stand and mouse pad
- Total package value: ~$2,500

Specialized Equipment (Role-Specific):
Additional equipment available based on job requirements. Developers can request additional RAM upgrades, second monitors, and mechanical keyboards. Designers have access to 32" 4K monitors, graphics tablets, and color calibration tools. Sales teams can request premium headsets, ring lights, and green screens.

2.3 Equipment Request Process

Step 1: Determine Eligibility
Review your work arrangement classification in the HR portal and check your equipment refresh date at equipment.globomantics.com. Verify your role's standard equipment package and confirm your manager supports the request.

Step 2: Submit Request
Log into it.globomantics.com/equipment and select "New Equipment Request." Choose items from the approved catalog, provide business justification for each item, and select your preferred delivery address (home or office).

Step 3: Approval and Delivery

Your manager has 3 business days to approve. IT reviews for policy compliance and Finance approves budget allocation. Average approval time is 5-7 business days. Equipment ships within 5 business days of final approval. Register equipment within 5 days of receipt at equipment.globomantics.com/register by entering serial numbers and acknowledging equipment policy responsibilities.

Expedited Requests:

For urgent business needs, submit via expedited request form with VP approval and detailed justification. Processing time reduces to 2-3 business days but may incur rush shipping costs.

2.4 Special Equipment Requests

Items not in standard packages may be requested, such as specialized software, ergonomic equipment (standing desk converters, ergonomic keyboards), accessibility equipment for employees with disabilities, or industry-specific tools. Submit a special request form with detailed justification and quotes from 2-3 approved vendors. Manager and department head approval required. Processing time: 10-15 business days.

Accessibility Accommodations:

Accessibility equipment is processed through HR accommodation process with no budget limitations for approved needs. Expedited processing available. Contact accommodations@globomantics.com for assistance.

This handbook provides a summary of company policies. For complete details, refer to the full Policy Manual at policies.globomantics.com. Policies are subject to change; employees will be notified of material changes.

Last Updated: January 15, 2025