

EXPENSE POLICY MANUAL

PREPARED FOR:



Vendors, Subcontractors
&
Third Party Resources

JANUARY 1, 2016

Table of Contents

CONTRACTOR TRAVEL EXPENSE REIMBURSEMENT POLICY	4
CHAPTER 1: BILLABLE CLIENT TRAVEL EXPENSES	4
POLICY	4
DESTINATION	4
AIR	4
LODGING	5
WHEN YOU WORK IN THE TOWN WHERE YOU LIVE	5
VEHICLE RENTALS	5
PARKING	6
LAUNDRY	6
TIPPING	6
GROUND TRANSPORTATION	6
USE OF PERSONAL AUTOMOBILE	6
2016 STANDARD MILEAGE RATE	7
PHONE	7
NON-REIMBURSABLE ITEMS	7
BUSINESS MEALS AND ENTERTAINMENT	7
PER DIEM ALLOWANCE	8
GSA MEALS AND INCIDENTAL EXPENSES (M&IE) BREAKDOWN	8
MEAL DEDUCTIONS	8
CHAPTER 2: NON-BILLABLE TRAVEL EXPENSES	9
POLICY	9
MEALS AND ENTERTAINMENT	9
CHAPTER 3: DELINQUENT EXPENSES POLICY	9
POLICY	9
PROCEDURE	9
LATE SUBMISSION OF EXPENSE REPORTS	9
CORPORATE AWARD / ID PROGRAMS	10
CHAPTER 1 - AIRLINES	10
AMERICAN AIRLINES	10
DELTA AIRLINES	10
SOUTHWEST AIRLINES	10
UNITED AIRLINES	10
CHAPTER 2 - RENTAL VEHICLES	10
AVIS	10
BUDGET	10
DOLLAR	10
HERTZ	11
NATIONAL / ENTERPRISE	11
THRIFTY	11
CHAPTER 3 - HOTELS	11
CHARLESTON HOTEL RESERVATIONS ONLY	11
HOLIDAY INN (IHG HOTELS) – INDIVIDUAL RESERVATIONS	11
MARRIOTT HOTELS—LARGE GROUP RESERVATIONS ONLY	11

2016 CSS HOLIDAY SCHEDULE	12
2016 CSS INVOICING CALENDAR SCHEDULE.....	13
2016 CSS REIMBURSEMENT-PAYMENT SCHEDULE.....	14

Contractor Travel Expense Reimbursement Policy

Travel and business-related expenses represent a significant operating cost for CSS and our clients. While the expenses you incur may be less than your weekly per-diem, the objective of our Travel Expense Reimbursement program is intended to reimburse our travelers for their business related expenses. It is not and should not be viewed as additional compensation. As competition increases in our market, clients are paying closer attention to travel expenses. Non-billable expenses for training and sales support are an increasing cost issue for CSS. We expect you to minimize your travel expenses whether they will be charged to the client or to CSS. The true measure is fairness: Are you being fair to the client and to CSS? Business should always be conducted at the minimum cost for achieving success and all non-essential costs avoided.

You will be warned for your first violation of the CSS Expense Policy. After the first warning, you will be reimbursed based on the Policy; and any additional amount will be at your expense.

Chapter 1: BILLABLE CLIENT TRAVEL EXPENSES

POLICY

Each traveler will be reimbursed for all necessary and reasonable expenses incurred in connection with approved travel on CSS International ("CSS") business, subject to the limitations set forth in this statement of the Travel Expense Reimbursement Policy. Each request for reimbursement will be made by completing the CSS online time and expense reports using our approved expense reporting system. In addition, electronic copies of your original receipts are required for any expense incurred and submitted for reimbursement. On occasion, consultants may be assigned to a client that requires they submit the original paper copies of their receipts directly to them as well. When this occurs, consultants will be notified prior to the start of the project.

Travelers should use standard accommodations for travel, hotels or motels, rental automobiles and restaurants. It is anticipated that travelers will utilize special discount rates whenever possible to minimize the dollar expenditures for travel.

DESTINATION

Travel home on a weekend from a client site is a reimbursable business expense. Should you elect not to go home on a given weekend and travel to a different destination, your reimbursable expenses will be the lower of your actual travel expenses or the lowest (14-day advance) travel to your home destination. Any additional charges to travel to an alternative destination will be at your personal expense.

AIR

Advance airline reservations should be made whenever possible to take advantage of the lowest available airfare. When flight costs are excessive for direct flights, consider one stop. First class reservations are not allowed.

In instances when a consultant is required to make substantial advance airfare purchases which would impact his/her ability to make timely repayment, CSS Administration will be glad to make those reservations for the consultant. Payment will be made to the airline by CSS and the consultant will submit an expense report when the trip is taken indicating the airfare was paid by CSS.

Change fees should be avoided at all costs; however, certain situations may require you to utilize this option. In situations where a client makes a last minute scheduling change, the consultant must obtain written (i.e. E-mail) approval from the

client or project manager to change their airline reservation before incurring the change fee charge as this is billable. A copy of the approval must be submitted with your expense report. In situations where the change fee is non-billable, you must obtain prior approval from a pillar Vice President in writing (i.e. E-mail). A copy of the Vice President's approval must be submitted with the expense report.

Any traveler who fails to obtain advance approval from the client or the pillar Vice President prior to incurring the change fee will not be reimbursed for the charges.

If you book a flight and are unable to use the flight, you must contact the airline BEFORE the travel date cancel your flight. The airline will issue a credit for the original ticket price which can be used on a future flight, less a change fee and any fare difference. Airfares not used because of a move to a different client should not be considered "lost". It is better to pay the change fee and fare difference rather than lose the entire cost of the flight.

LODGING

In many cases, our clients have corporate rates with hotels situated close to their offices. When making your reservations, you should always ask for the client, partner's or best rate available. Without prior approval from client, hotel rates are not to exceed \$110/night, plus tax. Although CSS does not designate which hotels you are required to stay with, whenever possible, reservations should be made at a Hampton Inn, Fairfield Inn, Holiday Inn Express or a comparable hotel whose rates are within our policy.

Hotel and motel accommodations will be reimbursed for the traveler at the single rate, less any expense for movies or other personal items. Expenses for spouse, dependent and/or companion traveling with the resource will not be reimbursed and are the personal responsibility of the traveler.

In the event a consultant is able to stay with a friend or relative, a maximum \$40.00/night reimbursement is allowed in lieu of hotel.

WHEN YOU WORK IN THE TOWN WHERE YOU LIVE

In a billable situation, if you are working in the town in which you live, reimbursable expenses are determined by the client.

VEHICLE RENTALS

All car rentals must be made through a CSS-approved rental company, using the [CSS Corporate ID](#). You should request a compact car, unless several consultants are utilizing the same car and additional space is required. When multiple consultants are on the same assignment, they should share a rental car. The consultant is responsible for refueling the car prior to return to avoid the high refueling charge if done by the rental agency. (You may find it easier to refuel the evening before departure.)

SAFETY EXPECTATIONS / INSURANCE COVERAGE

All travelers are required to follow the rental car agencies policies and procedures which include CSS' Loss Damage Waiver (LDW). To activate CSS' Loss Damage Waiver (LDW), all travelers must indicate the car will be used for business travel in the original on-line reservation.

If you rent a car for, or while on, Company business, you are responsible for driving safely. CSS will not be responsible for property damage or damage to third parties from, or related to, car accidents. In the event of an accident while traveling in a rental car on company business, the travelers must immediately report the vehicle accident or any property damage to the rental agency, the local authorities and Human Resources. ****Note: The [CSS Corporate ID](#) must be on your reservation to activate the LDW.**

Failure to have proper insurance covering your rental car is grounds for immediate termination. Additional insurance beyond what is offered through our agreements with the rental agencies is expensive and will not be reimbursed. Do not include this on an expense report should you elect to purchase additional coverage.

PARKING

Long-term airport parking or the lowest cost alternate parking available should be utilized. Reimbursement for valet parking will not be considered under this policy. Cumulative parking fees should not amount to more than the round-trip taxi fare.

LAUNDRY

Charges for laundry and dry cleaning are reimbursable when the length of the trip is five (5) consecutive nights or longer. Laundry expenses should not exceed \$25.00 within the U.S. or \$50.00 internationally, per week of travel. A receipt is required for reimbursement and should be submitted with your expense report.

TIPPING

Tips should be no more than 15-20% for meals and should be included in the cost of meals on the expense report. A description is required on the expense report identifying the purpose of any other tips. Expenses described as “miscellaneous” or “incidental” is not acceptable. Each expense item must be fully described. Any tips considered excessive will not be reimbursed. As a general rule, you should not tip more than you would on a personal trip.

GROUND TRANSPORTATION

The least expensive means of traveling to and from airports should be used. Airport buses, hotel courtesy cars and group limousine services are all economical. Taxi services may also be a cost effective alternative. If the only transportation you require at your destination is between the airport and your hotel, please do not rent a car; use an alternative form of transportation. If your total mileage will be 15 miles or less, you are required to take a taxi or shuttle instead of renting a car. Exceptions can be made under the following circumstances:

- If you are traveling with heavy or bulky equipment;
- If the cost of taxis and other forms of ground transportation would exceed the cost of a rental car, plus gasoline, parking fees and other related expenses;
- If no other transportation is available to your destination; or
- If alternate forms of transportation are unable to get you to your destination due to time constraints.

USE OF PERSONAL AUTOMOBILE

For some trips, your own personal car may be the most convenient and least expensive form of transportation. CSS will reimburse you in accordance with IRS guidelines for using your personal automobile while conducting Company business. This rate (also stated below) may be obtained from the Internal Revenue Service (www.irs.gov) and covers the cost of gasoline, oil, maintenance, depreciation and insurance; however, toll and/or parking charges will be separately reimbursed. When requesting reimbursement for business miles driven, actual odometer miles should be entered on your expense report. Personal side trips (while traveling on CSS business) will not be reimbursed and are not to be included in mileage reimbursement.

If you use your personal car for Company business, it must be covered by insurance with coverage limits of at least 100/300 and include coverage for rental vehicles. Upon request, travelers utilizing their personal car for company business will be required to provide verification of such coverage to Human Resources. At no time will CSS be responsible for automobile accidents. The total cost of a trip by personal automobile should not exceed the total cost that would have been incurred had available standard transportation been used.

When a consultant travels on official business for CSS and is reimbursed according to these travel regulations, the mileage allowance indemnifies CSS from any liability occasioned by the use of the car by the traveler.

****Note:** *If you drive your car to the airport and leave it in an airport parking lot, make sure that the cumulative parking fees will not amount to more than the round trip taxi fare or the fare for other standard forms of airport transportation.*

2016 STANDARD MILEAGE RATE

Beginning on January 1, 2016, the current standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 54 cents per mile for business miles driven
- 23 cents per mile driven for medical or moving purposes
- 14 cents per mile driven in service of charitable organizations

Since CSS follows the rate schedule as published by the IRS, these rates are subject to change at any point during the year.

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile, including depreciation, insurance, repairs, tires, maintenance, gas and oil. The rate for medical and moving purposes is based on the variable costs, such as gas and oil. The charitable rate is set by law.

Taxpayers always have the option of claiming deductions based on the actual costs of using a vehicle rather than the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after claiming any accelerated depreciation, including the Section 179 expense deduction, on that vehicle. Details on these and other special rules are in [Revenue Procedure 2010-51](#) on IRS.gov.

PHONE

CSS reimburses consultants for use of your phone and internet access for business use while traveling on company business. Calls should be billed to your room (limited to 10 minutes). All consultants should use a consistent voice mail greeting by identifying themselves by name and with CSS.

NON-REIMBURSABLE ITEMS

The following expenses are non-reimbursable to the consultant and should not be included on an expense report:

- | | |
|---|--|
| - OnDemand Movies & Video Games(if not included in rate) | - Sports equipment or events |
| - VCR / DVD / Blu-ray rentals | - Laptop cases / Computer bags |
| - Airline or other travel insurance | - Doctor bills, prescriptions, or other medical services |
| - Barbers and hairdressers | - Gym or health club fees |
| - Hotel “no show” bills | - Babysitter fees |
| - Car wash for resource-owned cars | - Kennel costs for pets |
| - Traffic and parking violations | - Airline club fees |
| - Suitcases, desk lamps, iPads, etc. | - Theft of personal items |
| - Toiletries (e.g., toothbrush/paste and deodorant) | - Cellular phones or their chargers |
| - Golf fees (except when part of customer entertainment with prior management approval) | - Reward programs/fees |

BUSINESS MEALS AND ENTERTAINMENT

CSS will reimburse travelers a daily meal allowance as negotiated with the client. Billable clients have either an assigned per-diem, GSA per diem, or require actual meal receipts. An approved per diem meal rate does not require receipts for meal expenses. If a negotiated per diem rate is not approved, detailed meal receipts are to be submitted with expense reports and must include the location and date of the expense. Resources will be notified as to the client’s meal allowances when assigned.

It is the responsibility of each traveler to use discretion in keeping meals and other costs in line with acceptable business practices in the location where he or she travels. The traveler's per diem or actual expense entitlement starts on the day the traveler departs from his or her home or other authorized point and terminates on the day he or she returns to his or her home, office or other authorized point.

PER DIEM ALLOWANCE

Per diem (Latin for "per day" or "for each day") is a daily allowance for expenses, a specific amount of money that an organization gives an individual per day to cover living and traveling expenses (allowance) in connection with work done away from home or on tour.

GSA MEALS AND INCIDENTAL EXPENSES (M&IE) BREAKDOWN

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$51 to \$74). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at www.gsa.gov/perdiem. The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers), as well as the amount traveler's receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent. **Note: The 75% calculation should be applied on any day when no billable work is performed OR when you bill less than four (4) hours in a day.**

M&IE Total	\$51	\$54	\$59	\$64	\$69	\$74
Continental Breakfast/ Breakfast	\$11	\$12	\$13	\$15	\$16	\$17
Lunch	\$12	\$13	\$15	\$16	\$17	\$18
Dinner	\$23	\$24	\$26	\$28	\$31	\$34
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5
First & Last Day of Travel <small>*Non-billable or <4 hrs. billable*</small>	\$38.25	\$40.50	\$44.25	\$48.00	\$51.75	\$55.50

The shortcut to this page is www.gsa.gov/mie .

MEAL DEDUCTIONS

If meals are furnished by the client or CSS, the appropriate deduction from the M&IE rate must be made. Additionally, the resource should provide a note to detail the purpose of the deduction on the expense card.

Chapter 2: NON-BILLABLE TRAVEL EXPENSES

POLICY

Non-billable travels are those expenses which cannot be billed to a customer and often includes internal CSS related travel for sales activities and/or training. Although the existing travel reimbursement expense policy should be followed, note that there are variations to the policy when traveling for non-billable activities which are identified below.

MEALS AND ENTERTAINMENT

Non-billable assignments receive a daily per-diem amount of \$50 per day, unless informed otherwise, (\$10 breakfast/\$15 lunch/\$25 dinner) and receipts are not required. Meal expenses terminate once you have reached your hometown destination. If a charge exceeds the above breakfast, lunch and dinner guidelines, CSS requires a copy of the receipt. Entertainment receipts require the name of the person(s) entertained, business purpose, time and place of transaction. Entertainment charges should be pre-approved and is subject to audit. Additionally, the related daily meal allowance should be deducted from the expense report.

Chapter 3: DELINQUENT EXPENSES POLICY

POLICY

The purpose of the Delinquent Expenses Policy is to encourage consultants to request reimbursement for business expenses in a timely manner. CSS strives to operate the business with very low overhead.

Therefore, the Company will not spend time researching expenses more than 90 days old and will not reimburse expenses more than 90 days old. It is also important to recognize that CSS is unable to invoice a client for expenses after the assignment is complete.

PROCEDURE

The expenses incurred while working with a client, teaching a class or attending any training functions should be submitted on the following Monday by 12:00 Noon ET. Incidental expenses incurred, such as batteries for laptops, should be submitted as a separate non-billable line item. The incidental expenses submitted more than 90 days after the date the expense was incurred will not be reimbursed by the Company.

LATE SUBMISSION OF EXPENSE REPORTS

If you are unable to submit your expense report by 12:00 noon ET each Monday, it is important that you advise the administrative staff the reason for the delay and when the report may be expected. If your expenses are not submitted by the cutoff deadline, your expenses will need to be re-entered on the next expense card and will be included on the next reimbursement cycle – 2 weeks later.

CORPORATE AWARD / ID PROGRAMS

Resources traveling frequently on company business with CSS are asked to update their Personal Frequent Traveler profiles with the following Corporate IDs.

Chapter 1 - AIRLINES

AMERICAN AIRLINES

Corporate Award #: Business ExtrAA # 805402

Website: <https://www.aa.com/myAccount/reservationPreferencesAccess.do>

· Always include CSS' Corporate Award number & your Personal AAdvantage # with each reservation

DELTA AIRLINES

Corporate Award #: SkyBonus # US775634346

Website: <http://www.delta.com/profile>

· Always include CSS' Corporate Award number & your personal Delta SkyBonus # with each reservation

SOUTHWEST AIRLINES

Corporate Award #: SWABIZ #99179496

Website: <https://www.swabiz.com/cgi-bin/travelerAccountLogin?requestFrom=RR>

· Always include CSS' Corporate Award number & your personal Rapid Rewards # with each reservation

UNITED AIRLINES

Corporate Award #: PerksPlus #C3666

Website: <https://www.united.com/web/en-us/apps/account/enroll.aspx>

· Always include CSS' Corporate Award number & your personal PerksPlus # with each reservation

· Email your PerksPlus Profile # to Kirsten_Mack@CSSus.com

Chapter 2 - RENTAL VEHICLES

All travelers are required to use CSS Corporate IDs when traveling on company business. Doing so will ensure you have a **ZERO deductible** in the event of an accident.

AVIS

Avis Corporate Award #: AWD # D030800

Website: <http://www.avis.com/AvisWeb/html/bridge/go.ex?D030800>

BUDGET

Budget Corporate Award #: BCD # Y135600

Website: <http://www.budget.com/budgetWeb/html/bridge/fastbreak/index.html?Y135600>

DOLLAR

Corporate Award #: CD # 3032548

Website: <https://www.dollar.com/express/enroll.aspx?corpdiscnbr=3032548&copanyname=CSS+International>

HERTZ

Corporate Award #: CDP # 1516501

Website: <http://link.hertz.com/link.html?id=5019218&linktype=CBLK>

NATIONAL / ENTERPRISE

Corporate Award #: XZ26069 (Password: Car)

National Website: <https://www.nationalcar.com/offer/xz26069>

Enterprise Website: https://www.enterprise.com/car_rental/home.do

THRIFTY

Corporate Award #: CD # 0010230934

Website: <https://www.thrifty.com/bluechip/enrollment.aspx?CorporateAccountAlias=0010230934>

Chapter 3 - HOTELS

CHARLESTON HOTEL RESERVATIONS ONLY

Contact Name: Kirsten Mack, Accounting and Contracts Manager

Direct line: 800-814-7705

Email: Kirsten_Mack@CSSus.com

HOLIDAY INN (IHG HOTELS) – INDIVIDUAL RESERVATIONS

Corporate Award #: 100279067

Reservations: 800-439-4745

Website: www.ihg.com

MARRIOTT HOTELS—LARGE GROUP RESERVATIONS ONLY

Contact Name: Kristina Kijanka, Sales Executive

Direct line: 301-525-4787

Fax: 301-576-5697

Email: Kristina.Kijanka@Marriott.com

Corporate Discount rates are not available with independently owned and operated hotels.

2016 CSS Holiday Schedule

CSS International, Inc. will observe ten (10) company-designated holidays this calendar year. The dates on which these holidays will be observed are determined and communicated at the beginning of each calendar year. Please be advised that although CSS list dates for most holidays, this varies from client to client and dictates the consultant holiday schedule.

Friday, January 1	New Year's Day
Friday, Mar 25	Good Friday
Monday, May 30	Memorial Day
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Thursday, November 24	Thanksgiving Day
Friday, November, 25	Day After Thanksgiving
Friday, December 23	Christmas Eve
Monday, December 26	Christmas Day
Friday, December 30	New Year's Eve (observed)

****Note:** In 2016, CSS pre-designated its holidays and this is when the CSS corporate office will be closed.

2016 CSS Invoicing Calendar Schedule

This is the invoicing calendar for each billing month. Client invoicing immediately begins the Monday following the last Saturday of the billing month date identified below.

2016 Invoicing Calendar			
Month	Begins (Sunday)	Ends (Saturday)	# Weeks
January	01/03/16	01/30/16	4
February	01/31/16	02/27/16	4
March	02/28/16	04/02/16	5
April	04/03/16	04/30/16	4
May	05/01/16	05/28/16	4
June	05/29/16	07/02/16	5
July	07/03/16	07/30/16	4
August	07/31/16	08/27/16	4
September	08/28/16	10/01/16	5
October	10/02/16	10/29/16	4
November	10/30/16	11/26/16	4
December	11/27/16	12/31/16	5

2016 CSS Reimbursement-Payment Schedule

This schedule will be followed provided expense reports & receipts are submitted by **noon, 12:00 pm, ET on Monday** following the week worked. Late expenses will be included on the next scheduled reimbursement date.

Reimbursement Payment Date	Week Beginning	Expense Reports & Receipts due	Week Beginning	Expense Reports & Receipts due
01-Jan-16	06-Dec-15	14-Dec-15	13-Dec-15	21-Dec-15
15-Jan-16	20-Dec-15	28-Dec-15	27-Dec-15	04-Jan-16
29-Jan-16	03-Jan-16	11-Jan-16	10-Jan-16	18-Jan-16
12-Feb-16	17-Jan-16	25-Jan-16	24-Jan-16	01-Feb-16
26-Feb-16	31-Jan-16	08-Feb-16	07-Feb-16	15-Feb-16
11-Mar-16	14-Feb-16	22-Feb-16	21-Feb-16	29-Feb-16
25-Mar-16	28-Feb-16	07-Mar-16	06-Mar-16	14-Mar-16
08-Apr-16	13-Mar-16	21-Mar-16	20-Mar-16	28-Mar-16
22-Apr-16	27-Mar-16	04-Apr-16	03-Apr-16	11-Apr-16
06-May-16	10-Apr-16	18-Apr-16	17-Apr-16	25-Apr-16
20-May-16	24-Apr-16	02-May-16	01-May-16	09-May-16
03-Jun-16	08-May-16	16-May-16	15-May-16	23-May-16
17-Jun-16	22-May-16	30-May-16	29-May-16	06-Jun-16
01-Jul-16	05-Jun-16	13-Jun-16	12-Jun-16	20-Jun-16
15-Jul-16	19-Jun-16	27-Jun-16	26-Jun-16	04-Jul-16
29-Jul-16	03-Jul-16	11-Jul-16	10-Jul-16	18-Jul-16
12-Aug-16	17-Jul-16	25-Jul-16	24-Jul-16	01-Aug-16
26-Aug-16	31-Jul-16	08-Aug-16	07-Aug-16	15-Aug-16
09-Sep-16	14-Aug-16	22-Aug-16	21-Aug-16	29-Aug-16
23-Sep-16	28-Aug-16	05-Sep-16	04-Sep-16	12-Sep-16
07-Oct-16	11-Sep-16	19-Sep-16	18-Sep-16	26-Sep-16
21-Oct-16	25-Sep-16	03-Oct-16	02-Oct-16	10-Oct-16
04-Nov-16	09-Oct-16	17-Oct-16	16-Oct-16	24-Oct-16
18-Nov-16	23-Oct-16	31-Oct-16	30-Oct-16	07-Nov-16
02-Dec-16	06-Nov-16	14-Nov-16	13-Nov-16	21-Nov-16
16-Dec-16	20-Nov-16	28-Nov-16	27-Nov-16	05-Dec-16
30-Dec-16	04-Dec-16	12-Dec-16	11-Dec-16	19-Dec-16