

## **Accede Company Travel Policy**

### **1. Purpose and Scope**

The purpose of this travel policy is to ensure consistent and cost-effective travel practices across Accede. It is designed to streamline the planning and reimbursement process while ensuring the safety and comfort of our employees. This policy applies to all employees, contractors, and executives who travel on behalf of the company.

### **2. Approval Process**

All business travel must be pre-approved by the employee's manager or designated approver. Travelers must submit a travel request outlining the purpose, destination, estimated costs, and duration of travel. Approval must be received before any bookings are made.

### **3. Booking Guidelines**

Employees should book travel through Accede's designated travel platform or approved travel agency.

- Economy class is the standard for air travel; business class may be permitted for international flights over 8 hours with prior approval.
- Employees are encouraged to use corporate hotel booking tools to access preferred rates.
- Use of personal frequent flyer miles or hotel points for business travel is not reimbursable.

### **4. Transportation**

**Air Travel:** Book the lowest logical fare in economy class unless otherwise approved.

#### **Ground Transportation:**

- Use rental cars only when necessary and book standard or compact class unless carrying multiple passengers or equipment.
- Ride-sharing services and taxis may be used when more cost-effective or convenient than rentals.
- Personal vehicle use is reimbursed at the current IRS mileage rate. Proof of insurance is required.

#### **Other Transportation:**

- Trains, ferries, and other local transport options may be used when cost-effective and time-efficient.

## **5. Accommodation**

- Hotel stays should be limited to mid-range properties (3-4 star) unless otherwise approved.
- Employees are encouraged to use Accede's corporate lodging partners for negotiated rates.
- Incidental charges such as mini-bar, movies, and personal services are not reimbursable.

## **6. Meals and Per Diem**

- Employees may claim actual meal expenses with receipts or opt to use a per diem based on the travel location.
- The standard domestic per diem rates are:
  - **High-cost cities (e.g., New York, San Francisco, Washington D.C.):**  
\$75/day
  - **Other U.S. locations:** \$60/day
- International per diem rates vary by country and city, following U.S. Department of State guidelines. Consult the travel coordinator for current rates prior to travel.
- Per diem covers meals and incidental expenses such as tips and minor personal items.
- Alcohol is not reimbursable unless part of a client entertainment event with prior approval.
- Reasonable tipping within local norms is reimbursable when not using per diem.

## **7. Reimbursement Procedures**

- Receipts must be submitted for all expenses over \$25.
- Expense reports must be filed within 10 business days of completing travel.
- Use Accede's designated expense management system to submit reports.
- Approved expenses will be reimbursed within 14 business days.

## **8. Travel Advances**

- Travel advances may be issued for extended trips or when up-front costs are significant.
- Requests must be made at least 5 business days in advance and approved by management.
- Advances must be reconciled within 10 business days of return.

## **9. Non-Reimbursable Expenses**

Examples include:

- Personal entertainment or leisure activities.
- Mini-bar or in-room movie charges.
- Travel upgrades without prior approval.
- Expenses for spouses, partners, or other non-employees.
- Traffic fines, parking tickets, or other legal violations.

## **10. Safety and Emergency Protocols**

- Employees must follow all local laws and safety guidelines while traveling.
- In case of emergency, contact Accede's designated travel support line.
- Travel insurance information is provided prior to international trips.

## **11. Bleisure (Business + Leisure) Travel**

- Employees may extend business trips for personal leisure at their own expense.
- All personal travel costs (lodging, meals, transport) must be clearly separated from business expenses.
- Business travel must not be compromised or delayed due to personal plans.

## **12. International Travel**

- Employees are responsible for obtaining necessary visas and ensuring passports are valid.
- Vaccination requirements must be met according to the destination's regulations.
- Reasonable currency exchange fees and foreign transaction charges are reimbursable.

### **13. Policy Violations**

- Non-compliance with this policy may result in denial of reimbursement and/or disciplinary action.
- Disputes or appeals can be submitted to the HR department for review.

### **14. Contact Information**

For questions or travel support, please contact:

- **Travel Coordinator:** [travel@accede.com](mailto:travel@accede.com)
- **HR Department:** [hr@accede.com](mailto:hr@accede.com)
- **Emergency Line (24/7):** +1-800-555-TRVL