

APPENDIX A

REIMBURSABLE AND NON-REIMBURSABLE ITEMS

All reimbursable expenses are reimbursed through the expense report unless otherwise noted. Some non-reimbursable expenses may be covered through other Company programs. Please consult your local purchasing guidelines for further assistance.

Airline:

Reimbursable	Non-reimbursable
<ul style="list-style-type: none">• Non-refundable ticket change charges	<ul style="list-style-type: none">• Airline Airpasses• Airline club memberships• Annual fees for mileage/frequent travel programs• Business and First class upgrades• Travel insurance

Transportation (car, rail, taxi, limo):

Reimbursable	Non-reimbursable
<ul style="list-style-type: none">• Car rental expense for Saturday night stays• Limo charges associated with business travel• Parking fees• Personal car mileage expense, in excess of normal commute, for business meetings (if more cost effective than public transportation or a rental car)• Rail charges associated with business travel• Refueling charges for rental car• Rental car insurance for non-domestic or non-preferred rentals• Rental car upgrades (with appropriate explanation)• Taxi charges associated with business travel• Toll charges	<ul style="list-style-type: none">• Car washes for leased or Runzheimer vehicles (covered by the car allowance)• Rental car no show charges• Transportation from employee's home to office

Hotel:

Reimbursable	Non-reimbursable
<ul style="list-style-type: none">• Hotel expense for Saturday night stays (with documented savings)• Mini-bar charges (reasonable amounts)	<ul style="list-style-type: none">• Hotel no-show charges• Hotel room upgrades• Hotel spa services• Hotel stay not booked through authorized travel agency• In room movies• Room rent incurred when staying with friends or relatives

Entertainment: (One or more non-Schneider person)

Reimbursable	Non-reimbursable
<ul style="list-style-type: none">• Entertainment expenses involving customers• Golf expenses• Spectator events involving customers• Spectator events, season or multiple date tickets (Additional documentation may be required – consult your local reimbursement policy)	<ul style="list-style-type: none">• Adult entertainment• Activities of an unethical or immoral nature• Movies

Meals:

Reimbursable	Non-reimbursable
<ul style="list-style-type: none">• Meal expense associated with business travel• Meal expense for local occasional lunchtime business discussions• Meal expense for Saturday night stays (with documented savings)	<ul style="list-style-type: none">• Unwarranted expenses in excess of published IRS guidelines

Other travel:

Reimbursable	Non-reimbursable
<ul style="list-style-type: none">• Authorized attendance at conventions, meetings or seminars• Dry-cleaning or laundry expense for business trips in excess of five days• Required immunizations (employee only; international travel only)• Passport/visa services for business travel• Spouse travel expense (business purpose with prior VP approval)	<ul style="list-style-type: none">• Airplane telephone• Luggage, clothing, or other items if lost, stolen or damaged on business travel (file claim with airline or insurance)• Medical expenses (use insurance coverage)• Newspapers/periodicals

Telecommunications and computer equipment:

Should not be purchased using the AmEx travel card or submitted on expense reports unless specified by your company reimbursement policy. Please consult Purchasing/Supply Management for the correct purchase & reimbursement method.

Other Misc Expenses:

Reimbursable	Non-reimbursable
<ul style="list-style-type: none">• Flowers to employees for births, illness or death of immediate family member (not more than \$75.00)• Gratuities (reasonable)• Lunch or dinners to celebrate service awards or other business recognition events• Office supplies (small or emergency purchases only)• Parties for holidays, significant service anniversaries and other business-related celebrations	<ul style="list-style-type: none">• Annual personal charge card expense• Briefcase purchase or repair• Charge card cash advance expenses/fees• Child Care• Country Club dues• Credit card interest charges or late fees• Donations• Fines for motor vehicle violations• Gifts for employee resignations, promotions, birthdays, wedding anniversaries, Secretary's Day, Boss' Day, Christmas, and all other holidays• Health Club fees• Office equipment• Office furniture• Reading materials• Telecommuting expenses (ie: equipment, furniture)