

TRAVEL AND EXPENSE POLICY

Summit Digital Solutions, Inc.

Effective Date: January 1, 2024

Policy Number: POL-2024-TE-001

1. PURPOSE AND SCOPE

1. This Travel and Expense Policy ("Policy") establishes guidelines and procedures for business-related travel and expense reimbursement for all employees of Summit Digital Solutions, Inc. ("Company").

2. This Policy applies to all employees, contractors, and consultants traveling or incurring expenses on behalf of the Company.

2. GENERAL PRINCIPLES

1. All business travel and expenses must be:

- Necessary for business purposes
- Cost-effective and reasonable
- Properly documented and approved
- Submitted within specified timeframes
- Compliant with applicable laws and regulations

2. Employees are expected to exercise good judgment and treat Company resources as if they were their own when incurring business expenses.

3. TRAVEL ARRANGEMENTS

1. Air Travel

- Book flights at least 14 days in advance when possible
- Economy/Coach class for domestic flights
- Premium Economy permitted for flights exceeding 6 hours
- Business class permitted for flights exceeding 8 hours with executive approval
- Use Company-designated travel management system for bookings

2. Ground Transportation

- Use ride-sharing services or taxis when more economical than car rental
- Car rentals must be mid-size or smaller vehicles
- Personal vehicle use reimbursed at current IRS mileage rate
- Rail travel permitted when cost-effective versus air travel

3. Lodging

- Book standard rooms at business-class hotels
- Maximum nightly rates (excluding taxes):
- Major metropolitan areas: \$300
- Other domestic locations: \$200
- International locations: \$300
- Use Company-negotiated hotel rates when available

4. EXPENSE GUIDELINES

1. Meals and Entertainment

- Daily meal allowance (including gratuity):
- Breakfast: \$25
- Lunch: \$35
- Dinner: \$65
- Business meals with clients/prospects require:
- Names of all attendees
- Business purpose
- Original itemized receipts
- Alcohol expenses limited to client entertainment

2. Technology and Communications

- Business-related internet access
- International phone plans when traveling abroad
- Conference call services
- Mobile device roaming charges

3. Non-Reimbursable Expenses

- Personal entertainment
- Spouse/companion travel
- Flight upgrades for personal comfort
- Hotel mini-bar charges
- Traffic violations or parking tickets
- Personal items or toiletries

5. EXPENSE REPORTING

1. Submission Requirements

- Submit expenses within 30 days of travel completion
- Use Company expense management system
- Attach original receipts for all expenses over \$25
- Include clear business purpose for each expense
- Obtain required approvals before submission

2. Documentation Requirements

- Original itemized receipts
- Conference/event agendas
- Client meeting details
- Project codes/cost centers
- Required approvals

6. APPROVAL AND PAYMENT

1. Approval Process

- Direct supervisor approval required for all expenses
- Department head approval for expenses exceeding \$5,000
- Executive approval for international travel
- Finance review for policy compliance

2. Payment Timeline

- Approved expenses processed within 15 business days

- Direct deposit to employee's designated account
- Rejected expenses returned for correction

7. COMPLIANCE AND AUDIT

1. The Company reserves the right to:

- Audit expense reports
- Request additional documentation
- Deny reimbursement for non-compliant expenses
- Take disciplinary action for policy violations

2. Employees must:

- Maintain accurate records
- Cooperate with audit requests
- Report suspected policy violations
- Seek clarification when needed

8. POLICY MODIFICATIONS

1. The Company reserves the right to modify this Policy at any time with appropriate notice to employees.

2. Questions regarding this Policy should be directed to the Finance Department or Human Resources.

9. ACKNOWLEDGMENT

I acknowledge that I have read and understand this Travel and Expense Policy and agree to comply with its terms and conditions.

Employee Name: _

Employee Signature:

Date: _

Approved by:

Sarah Blackwell

Chief Operating Officer

Summit Digital Solutions, Inc.

Date: January 1, 2024