

Expense and Travel Reimbursement Policy

TechFlow Solutions, Inc.

Policy Number: TS-FIN-001

Effective Date: January 1, 2024

Last Revised: December 15, 2023

Policy Owner: Robert Chen, Chief Financial Officer

1. PURPOSE AND SCOPE

This policy establishes expense and travel reimbursement procedures, approval requirements, and spending limits for TechFlow Solutions employees. It applies to all employees incurring business expenses and ensures responsible spending while enabling effective business operations.

2. DAILY EXPENSE LIMITS AND GUIDELINES

2.1 Meal and Entertainment Limits

Daily Meal Allowances: - **Breakfast:** \$25 maximum per person - **Lunch:** \$35 maximum per person

- **Dinner:** \$75 maximum per person - **Total Daily Limit:** \$125 per person for all meals combined - **Business Entertainment:** \$150 per person for client entertainment

Meal Guidelines: - **Receipts Required:** All meals over \$25 require itemized receipts - **Business Purpose:** Clear business purpose required for all meal expenses - **Alcohol Policy:** Alcohol permitted with business meals, moderate consumption - **Location Variance:** Limits increased by 25% for high-cost cities (NYC, SF, DC)

International Travel Meals: - **Per Diem Basis:** GSA international per diem rates apply - **Currency Conversion:** Expenses converted at date of transaction rate - **Documentation:** Enhanced documentation required for international expenses - **Cultural Considerations:** Reasonable accommodation for cultural business practices

2.2 Accommodation Standards

Hotel Accommodation Limits: - **Domestic Travel:** \$300 per night maximum - **International Travel:** \$400 per night maximum - **Extended Stay:** \$250 per night for stays >7 nights - **High-Cost Cities:** \$450 per night (NYC, SF, London, Tokyo)

Accommodation Requirements: - **Business Class Hotels:** 3-4 star hotels preferred for professional image - **Corporate Rates:** Use of corporate negotiated rates when available - **Booking Timing:** Book 14+ days in advance for best

rates - **Sharing Policy:** Room sharing not required but encouraged for cost savings

Alternative Accommodations: - **Airbnb/VRBO:** Permitted for extended stays with pre-approval - **Extended Stay Hotels:** Required for stays >14 nights - **Home Stays:** Permitted with appropriate business justification - **Upgrade Policy:** Personal upgrades at employee expense only

2.3 Transportation Guidelines

Air Travel Standards: - **Domestic Economy:** Required for flights <6 hours - **International Business:** Permitted for flights >8 hours - **Upgrade Policy:** Personal upgrades at employee expense - **Booking Window:** 14+ days advance booking required

Ground Transportation: - **Airport Transfers:** Reasonable cost transportation (taxi, rideshare, airport shuttle) - **Local Transportation:** Public transport encouraged, rideshare acceptable - **Car Rental:** Mid-size or smaller vehicles, decline insurance if covered by company policy - **Personal Vehicle:** \$0.65 per mile reimbursement (IRS standard rate)

Executive Travel Exceptions: - **C-Level Travel:** Business class permitted for flights >4 hours - **Client Entertainment:** Enhanced limits for strategic customer entertainment - **Board Travel:** First class permitted for board meeting travel - **Emergency Travel:** Relaxed restrictions for emergency business travel

3. APPROVAL REQUIREMENTS

3.1 Approval Hierarchy by Amount

Self-Approval (\$0-\$500): - **Routine Expenses:** Meals, local transportation, office supplies - **Automatic Approval:** Pre-approved categories require no additional approval - **Receipt Requirement:** Receipts required for all expenses >\$25 - **Business Purpose:** Clear business purpose in expense description

Manager Approval (\$501-\$2,500): - **Travel Expenses:** Most travel-related expenses fall in this category - **Equipment Purchases:** Technology and office equipment purchases - **Client Entertainment:** Business development and client entertainment - **Approval Timeline:** 3 business days maximum for approval

Director Approval (\$2,501-\$10,000): - **Conference Attendance:** Major conference registration and travel - **Team Events:** Department team building and training events - **Vendor Expenses:** Professional services and consulting fees - **Equipment:** High-value equipment and furniture purchases

VP/C-Level Approval (>\$10,000): - **Strategic Events:** Major trade shows and strategic conferences - **Customer Events:** Large customer events and entertainment - **Emergency Expenses:** High-value emergency business expenses - **Policy Exceptions:** Any exceptions to standard policy limits

3.2 Pre-Approval Requirements

Travel Pre-Approval (>\$1,500 total trip cost): - **Trip Purpose:** Detailed business justification required - **Budget Estimate:** Estimated costs for all trip components - **Itinerary:** Proposed travel dates and destination - **Approval Timeline:** Submit 2 weeks prior to travel

Conference and Training Pre-Approval: - **Business Benefit:** Clear connection to job responsibilities and development - **Cost-Benefit Analysis:** Comparison of alternatives and expected ROI - **Knowledge Sharing:** Commitment to share learnings with team - **Budget Impact:** Confirmation of budget availability

Client Entertainment Pre-Approval (>\$500): - **Client Information:** Details about clients being entertained - **Business Objective:** Specific business goals for entertainment - **Event Details:** Proposed venue, date, and estimated costs - **Follow-up Plan:** Plan for business follow-up post-entertainment

3.3 Emergency Approval Process

Emergency Approval Criteria: - **Time Sensitivity:** Cannot wait for standard approval process - **Business Critical:** Essential for business operations or customer needs - **Revenue Impact:** Potential revenue impact of delay - **Approval Authority:** Manager or higher can grant emergency approval

Emergency Approval Process: 1. **Verbal/Slack Approval:** Immediate approval via phone or Slack 2. **Email Confirmation:** Follow-up email within 24 hours 3. **Formal Submission:** Submit formal expense report within 48 hours 4. **Documentation:** Enhanced documentation of emergency circumstances

4. APPROVED VENDORS AND BOOKING

4.1 Preferred Travel Vendors

Corporate Travel Management: - **Primary Partner:** American Express Global Business Travel - **Booking Platform:** Concur Travel (integrated with expense system) - **24/7 Support:** Emergency travel assistance and rebooking - **Policy Compliance:** Automatic policy compliance checking

Preferred Airlines: - **Domestic:** United, Delta, American (corporate contracts) - **International:** United, Lufthansa, British Airways - **Low-Cost:** Southwest, JetBlue permitted for short domestic flights - **Corporate Discounts:** Negotiated rates and upgrade opportunities

Hotel Partners: - **Primary:** Marriott, Hilton, Hyatt (corporate rates) - **Boutique:** Local business-class hotels permitted - **Extended Stay:** Marriott Residence Inn, Homewood Suites - **International:** Global hotel chains with consistent quality standards

4.2 Technology and Equipment Vendors

Approved Technology Vendors: - **Computer Equipment:** Apple, Dell, Lenovo (corporate pricing) - **Software:** Microsoft, Google, Adobe (enterprise licensing) - **Office Supplies:** Staples, Amazon Business, Office Depot - **Mobile Devices:** Verizon, AT&T (corporate plans)

Professional Services: - **Consulting:** Pre-approved consulting partners - **Legal Services:** Approved law firms for business needs - **Accounting:** Approved CPA firms for specialized services - **Marketing:** Pre-approved marketing and PR agencies

4.3 Booking Procedures and Requirements

Travel Booking Requirements: - **Corporate Tool:** Use Concur Travel for all business travel - **Advance Booking:** 14+ days for domestic, 21+ days for international - **Price Comparison:** Book lowest reasonable fare within policy - **Itinerary Sharing:** Share itinerary with manager and administrative assistant

Expense Documentation: - **Original Receipts:** Required for all expenses >\$25 - **Digital Submission:** Upload via Concur mobile app or web portal - **Receipt Quality:** Clear, legible images showing all details - **Missing Receipt Form:** Required affidavit for lost receipts >\$75

Booking Changes and Cancellations: - **Change Fees:** Reasonable change fees acceptable for business needs - **Cancellation Policy:** Cancel unused reservations to avoid charges - **Insurance:** Trip cancellation insurance for high-value travel - **Rebooking:** Use corporate travel team for complex changes

5. RECEIPT SUBMISSION DEADLINES

5.1 Submission Timeline Requirements

Standard Submission Deadlines: - **Monthly Deadline:** 25th of following month for all expenses - **Credit Card Reconciliation:** Corporate card expenses due within 15 days - **Travel Expenses:** Submit within 10 days of trip completion - **Year-End Cutoff:** December 20th for current tax year expenses

Submission Process: 1. **Digital Receipt Upload:** Via Concur mobile app or web portal 2. **Expense Categorization:** Proper coding by department and project 3. **Business Purpose:** Clear description of business purpose 4. **Manager Review:** Automatic routing to appropriate approver 5. **Finance Processing:** Final review and payment processing

5.2 Late Submission Consequences

Late Submission Policy: - **1-7 Days Late:** Warning notification to employee and manager - **8-15 Days Late:** Require manager approval for reimbursement -

16-30 Days Late: Require director approval with business justification - **>30 Days Late:** Forfeit reimbursement unless exceptional circumstances

Exceptions for Late Submission: - **Medical Emergency:** Personal or family medical emergencies - **System Issues:** Technical problems with expense system - **Extended Travel:** Continuous travel preventing timely submission - **Administrative Error:** Company error causing submission delays

5.3 Documentation Standards

Receipt Requirements: - **Vendor Information:** Complete vendor name and location - **Date and Amount:** Clear date of transaction and total amount - **Payment Method:** Show payment method used - **Itemization:** Detailed breakdown for meals and entertainment

Supporting Documentation: - **Travel Itineraries:** Flight confirmations and hotel confirmations - **Business Purpose:** Meeting agendas, conference materials, client information - **Attendee Lists:** Names and companies for entertainment expenses - **Mileage Logs:** Start/end locations and business purpose for vehicle use

International Documentation: - **Currency Exchange:** Exchange rate used for USD conversion - **VAT Receipts:** Proper VAT receipts for tax recovery - **Customs Declarations:** Copies of customs forms for equipment - **Foreign Travel Approval:** Pre-approval documentation for international travel

6. REIMBURSEMENT TIMELINES

6.1 Processing Schedule and Timelines

Bi-Weekly Processing Cycle: - **Cut-off Dates:** 10th and 25th of each month - **Processing Time:** 3-5 business days after cut-off - **Payment Method:** Direct deposit to employee bank account - **Notification:** Email confirmation when payment processed

Processing Timeline: 1. **Employee Submission:** Expense report submitted via Concur 2. **Manager Approval:** 2 business days maximum for approval 3. **Finance Review:** 2 business days for compliance review 4. **Payment Processing:** 3 business days for ACH processing 5. **Employee Notification:** Automatic email confirmation of payment

6.2 Expedited Processing

Emergency Reimbursement Criteria: - **Financial Hardship:** Employee unable to wait for standard processing - **Large Amount:** Expenses >\$5,000 causing personal financial strain - **Error Correction:** Company error requiring expedited correction - **Executive Request:** C-level request for expedited processing

Expedited Process: - **Same Day Processing:** Available for emergency situations - **Wire Transfer:** For amounts >\$10,000 requiring immediate payment - **Advance Payment:** Pre-payment for high-value business expenses - **Approval Required:** CFO approval for all expedited processing

6.3 Payment Methods and Options

Standard Payment Methods: - **Direct Deposit:** Primary method for all reimbursements - **Paper Check:** Available upon request with 5-day processing delay - **Wire Transfer:** For international employees or large amounts - **Corporate Card Credit:** Direct payment to corporate card account

International Payments: - **International Wire:** For international employees - **Multi-Currency:** Payment in local currency when possible - **Foreign Exchange:** Competitive FX rates through banking partner - **Tax Considerations:** Proper tax handling for international payments

7. CORPORATE CREDIT CARD POLICY

7.1 Card Issuance and Eligibility

Eligibility Criteria: - **Management Level:** All managers and above automatically eligible - **Frequent Travelers:** Employees with >\$500/month business expenses - **Department Heads:** Department heads regardless of travel frequency - **Special Roles:** Sales, customer success, and business development roles

Card Types and Limits: - **Standard Card:** \$5,000 monthly limit for most employees - **Traveler Card:** \$10,000 monthly limit for frequent travelers - **Management Card:** \$25,000 monthly limit for managers - **Executive Card:** \$50,000 monthly limit for executives

7.2 Authorized Usage and Restrictions

Authorized Business Expenses: - **Travel and Accommodation:** All business travel expenses - **Client Entertainment:** Meals and entertainment with clients - **Office Supplies:** Equipment and supplies for business use - **Software and Subscriptions:** Business software and online services

Prohibited Uses: - **Personal Expenses:** Any personal or family expenses - **Cash Advances:** Cash advances not permitted - **Gift Cards:** Purchase of gift cards or prepaid cards - **Gambling:** Any gambling or gaming expenses

7.3 Reconciliation and Compliance

Monthly Reconciliation Process: - **Statement Review:** Monthly statement review and reconciliation - **Receipt Matching:** Match all receipts to statement charges - **Dispute Resolution:** Report and resolve any incorrect charges - **Compliance Certification:** Monthly certification of business use

Compliance Monitoring: - **Automated Alerts:** Real-time alerts for unusual or large charges - **Spending Analysis:** Monthly analysis of spending patterns - **Policy Violations:** Investigation and correction of policy violations - **Card Suspension:** Temporary suspension for non-compliance

8. INTERNATIONAL TRAVEL CONSIDERATIONS

8.1 Pre-Travel Requirements

Documentation Requirements: - **Passport Validity:** 6+ months remaining validity - **Visa Requirements:** Proper visa for destination country - **Health Requirements:** Vaccinations and health certificates as required - **Travel Insurance:** Comprehensive travel insurance coverage

Security and Safety: - **Travel Registration:** Register with U.S. State Department STEP program - **Security Briefing:** Security briefing for high-risk destinations - **Emergency Contacts:** Local emergency contacts and embassy information - **Communication Plan:** Regular check-in schedule with home office

8.2 International Expense Handling

Currency and Exchange: - **Local Currency:** Use local currency for better exchange rates - **Corporate Card:** International transactions processed automatically - **Receipt Currency:** Receipts in local currency acceptable - **Exchange Documentation:** Exchange rate documentation for cash transactions

Tax and Customs: - **VAT Recovery:** Proper VAT receipts for tax recovery programs - **Customs Declarations:** Accurate customs declarations for equipment - **Duty Free:** Business-appropriate duty-free purchases only - **Import Documentation:** Proper documentation for equipment imports

8.3 Extended International Travel

Long-Term Assignment Considerations: - **Tax Implications:** Tax equalization for assignments >30 days - **Housing Allowances:** Temporary housing allowances for extended stays - **Family Considerations:** Family travel and support for longer assignments - **Repatriation:** Return travel and transition support

Ongoing Support: - **Local Support:** Local administrative and logistical support - **Emergency Assistance:** 24/7 emergency assistance and evacuation coverage - **Communication:** Regular communication with home office - **Expense Processing:** Streamlined expense processing for extended travel

9. CONTACT INFORMATION

9.1 Finance and Expense Support

- **Accounts Payable:** ap@techflow.com, +1 (415) 555-2468
- **Expense Questions:** expenses@techflow.com, +1 (415) 555-EXPR (3977)
- **Corporate Cards:** corporate-cards@techflow.com
- **Travel Support:** travel@techflow.com, +1 (415) 555-TRVL (8785)

9.2 Travel and Administrative Support

- **Travel Management:** American Express GBT, +1 (800) 297-2767
- **Concur Support:** concur-support@techflow.com
- **Administrative Assistants:** admin-support@techflow.com
- **Executive Assistants:** executive-admin@techflow.com

9.3 Emergency and After-Hours Support

- **Travel Emergency:** +1 (800) 297-2767 (24/7 American Express GBT)
- **Corporate Card Emergency:** +1 (800) 528-4800 (24/7 American Express)
- **Medical Emergency:** +1 (415) 555-MED1 (6331) or local emergency services
- **Security Emergency:** +1 (415) 555-SEC1 (7321)

Approved By: - Robert Chen, Chief Financial Officer - December 15, 2023 - Michael Torres, Chief People Officer - December 15, 2023 - Rachel Kim, Chief Operating Officer - December 15, 2023 - David Park, Chief Executive Officer - December 15, 2023

This policy is proprietary and confidential to TechFlow Solutions, Inc.