

## TRAVEL POLICY

### PURPOSE

On-Target's travel policy is intended to set guidelines for employees to manage business travel in the most cost-effective and efficient manner that will maximize productivity during business travel.

### EMPLOYEE'S RESPONSIBILITY

Employees who must travel to accomplish business objectives are expected to exercise good judgment when incurring lodging, meals, and transportation charges. Employees must use the most cost effective and appropriate mode of transportation choosing from public transportation, use of a private or rental vehicle. Employees must maintain complete and accurate records of all expenses for which they request reimbursement. When receipts are required, only original receipts are acceptable.

### GENERAL REIMBURSEMENT GUIDELINES

1. An employee conducting business on behalf of the organization must use the most cost effective and appropriate mode of transportation choosing from public transportation, use of a private or rental vehicle. Public transportation includes taxis and commercial flights.
2. Group transportation alternatives (e.g., ride sharing) must be considered over individual vehicle travel for groups of employees who are required to travel to the same business location.
3. The vehicle operator must pay parking fines, traffic violation fines, and impoundment and towing fees when driving a privately owned, company owned, rented or leased vehicle on company business. ***These expenses are not reimbursable.***

### Pre-Approved Travel Mileage Reimbursement

Mileage reimbursement rate is .50¢ per mile. Request for mileage reimbursement must be submitted within 30 days of the date travel was incurred and must include all required documentation associated with that travel. Request submitted after the 30 days and/or without the required documentation will be rejected.

Pre-Approved travel includes travel to designated work-sites as set out by an employee's work schedule. Mileage expense reimbursement is limited to the lesser of expenses incurred from the departure point or from the official work location. The official work location is defined as the location of the permanent office. Use Maps On Us, Rand McNally, Mapquest or YahooMaps to find the route and mileage following the steps below.

- The shortest, most traveled route should be used.
- Calculate mileage on an address basis rather than a city-to-city basis.
- A printout should be attached to the reimbursement request (uploaded to ExponentHR) from the online mapping vendor used to determine mileage and directions. (Only the page that shows the mileage is necessary)

- It is appropriate to use mileage from official work station or home (whichever is closest) as the beginning point of travel.

**PERSONAL VEHICLE USE**

Employees who travel using their personal vehicle must receive management approval prior to trip commencement.

OTSL will reimburse the employee at the current approved rate for all mileage directly related to the business use. The rate is set at \$0.50 per mile. The reimbursement is intended to cover fuel, oil and mechanical repairs. Additionally, OTSL will reimburse you for certain out of pocket expenses including tolls and parking. Employees must submit acceptable documentation of the miles traveled and tolls and fares incurred after they have entered the information into ExponentHR® for manager review and approval.

In some cases, for employees who travel often for business purposes, employees will receive a car allowance. This allowance will be paid out on a per paycheck or monthly basis and will be noted on the employee's pay stub. In this case reimbursement for mileage will not be paid.

In order to be eligible for permission to use your personal car on company business and to receive reimbursement, the employee must have and provide proof of a valid operator's license and personal automobile insurance in accordance with the state mandated minimum standards and limits.

Parking Tickets, tickets for violations or infractions and all related expenses are strictly the responsibility of the employee and will not be reimbursed.

**EXTENDED BUSINESS TRAVEL ARRANGEMENTS**

Extended business travel is defined as travel requiring overnight lodging. Once a determination by management has been made for extended business travel, Office Administration (in coordination with the responsible department manager) will book extended travel accommodations. After Office Administration has booked extended travel accommodations, the employee will be responsible for paying for the accommodations. Travel expenses will be reimbursed to the employee in accordance with the stated policy.

**PAYING FOR TRAVEL**

Employees who travel or incur business related expenses are required to use their personal credit card or other funds. Employees may be reimbursed for expenses submitted for reimbursement via ExponentHR with proper management approval.

On a case by case basis, petty cash can be used with the same restrictions as placed upon reimbursements. Accurate petty cash logs and original receipts must be kept and returned to the Controller for review. The Finance & Accounting Department must approve the final expense report prior to approval for reimbursement and shall indicate whether the expense is to be billed back to a client. Petty cash not reconciled to receipts or acceptable forms of documentation will be deducted from the responsible employee's paycheck.

**Please note the following reimbursement limits:**

- Lodging will be reimbursed at a rate not to exceed \$60 per night.

- Car rentals will be reimbursed at a rate not to exceed \$30 per day.
- Personal meals will not exceed \$25 per day.
  - For meetings, per participant: \$10 for breakfast, \$15 for lunch, and \$25 for dinner.
- Air travel will be reimbursed at a rate not to exceed \$200 round-trip.

**Cancellations**

Cancellations, if necessary, must be made promptly and before scheduled departure. It is the traveler's responsibility to cancel reservations.

**Non-Allowable Expenses**

On-Target reimburses employees traveling on company business for the actual and reasonable business related expenses they incur. However, there are expenses that are considered to be personal and unnecessary for business travel, which will not be reimbursed. On-Target retains the right to make final judgment as to whether an expense is reimbursable.

**Cost Effective Travel Guidelines**

The following things should be considered as you plan your travel:

- Planning ahead in order to utilize advance purchase, non-refundable and promotional fares. The airline fares drop substantially when booked in advance.
- Connecting flights for lower fares versus higher fare non-stop flights
- Companion fares for further cost savings
- The use of electronic ticketing, or ticket-less, to avoid the cost of a ticket and courier service
- Use hotel shuttles or share a rental car with other travelers to reduce transportation expenses
- Necessity of the trip
- Dates and times of travel season
- Client needs, both internally and externally
- Actual and reasonable expenses

**General Employee Guidelines**

- Employees will be responsible for accurately reporting their time each day.
- Employees will be responsible for maintaining an accurate expense log.
- Employees will be responsible for collecting and keeping all related receipts.
- Employees must remain at the designated locations at all times. If it becomes necessary to leave, notice and reason must be provided to the designated site supervisor immediately upon realization of this fact. Early departure (unless otherwise specified) will occur at the cost of the Employee.
- Employees are expected to perform work during the assigned hours without excuse. If it becomes impossible or unfeasible to do so, notice and reason must be provided to the designated site supervisor immediately upon realization of this fact.
- Employees may at no time consume alcoholic beverages or partake in the use of illegal drugs.
- Prior to departure all travel-related records found within ExponentHR and the OD files, must be accurate and up-to-date.

- Unless otherwise specified, employees will not be reimbursed for non-incidentals such as phone charges (in-room/cell), room service fees, mini-bar/in-room expenses (non-mandatory), equipment rental, etc.

I have read and understand the terms found within and the implications of those terms as they pertain to the Travel Policy, Employee Expectations and the general expectations of On-Target Supplies & Logistics. I agree to the above provisions.

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Employee Signature

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Employee Name

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Date

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Supervisor Signature

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Supervisor Name

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Date