



Temper® Companies

*Leading the world in bearing adjustment technology*

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# Corporate Travel Policy

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August 2018

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# Temper Companies

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## 1. Purpose

This policy is written to establish, define and document the travel policy and procedures governing business travel. When following these guidelines, the traveler will be assured that a reasonable quality of travel-related services will be obtained and will be consistent with applicable IRS statutes.

## 2. Scope

This policy is applicable to all Temper employees when making travel arrangements or traveling on company business.

## 3. Travel Principles

- Travel expenditures should be treated as if you were spending your own money.
- Travel policies apply to all travelers independent of title, management level, or status.
- A Travel Authorization form must be prepared by the employee and approved by his/her manager. After approval, travel arrangements can/will be made. Forms are available on the Temper network. See attached sample.
- Any misrepresentation or falsification of any expense or supporting documents such as receipts, bills, etc. will not be tolerated.

## 4. Traveler's Responsibilities

All employees are responsible for:

- Exercising good judgment and discretion in spending Company funds and completing expense reports in such a manner that expenses are properly substantiated in accordance with company requirements. Noncompliance with this policy will be considered sufficient reason to deny future travel.
- Expense reports must be reconciled within 30 days. If a cash advance is issued, it will be required to be reconciled sooner. Expense reports must be reconciled within 30 days for any charges made to a company credit card, and within 3 working days if a cash advance is issued.

## 5. Traveler's Rights

- Company policy does not prohibit employees from accumulating travel incentive awards. However, Temper will not permit increased travel costs resulting from an employee's pursuit of travel incentives.

## 6. Travel Arrangements

- After the employee has an approved travel authorization form, the Director of Administration (or their delegate) will make necessary arrangements. The Director of Administration may delegate booking of travel arrangements to the traveling employee. If this option is used, confirmation numbers and travel itineraries will be provided to the Director of Administration.
- The Administrator will do the following:
  - Schedule employee air travel on commercial airlines or Amtrak with consideration for employee convenience, safety, and cost effectiveness to the Company.
  - Make reservations for motels/hotels and rental cars within the guidelines established by the Company.
  - Provide the employee with an itinerary package including e-ticket confirmation and schedules.

## 7. Air Travel

- Travelers must agree to take the lowest reasonable fare as recommended by administration, regardless of carrier. "Lowest reasonable fare" takes into consideration the fare, length of layover, and shortest possible route.
  - Airfares within two hours prior and two hours following requested departure and arrival time will be quoted. If your schedule allows you to be more flexible than this, please advise the administrator.
  - Requests by the traveling employee will be considered however if these requests are in conflict with the needs of the company, the employee will honor the arrangements. If the employee feels the arrangements were unsatisfactory he/she may submit a post travel critique to the employee's supervisor and future improvements may be considered.
- Advance travel arrangements. Employee will make every effort to request travel arrangements as far in advance as possible. 7 days minimum; 14-21 days will provide more cost efficiencies.
- Air Fare will be charged to Temper Corporation's credit card held by the Director of Administration for advanced flight arrangements. Temper recognizes that unforeseen schedule changes may occur. The Director of Administration must be notified immediately of such schedule changes.
- Domestic travel – to the 48 contiguous states, Alaska, Hawaii, Canada, Mexico and the Caribbean – Coach class must be used.
- International Travel – A higher class of service will be considered. If the traveler wishes to use his/her frequent flyer points or upgrade their travel, he/she is responsible for any fees associated with the use of frequent flyer points and/or upgrade certificates.
- First class travel is not allowed. Exception: On the rare occasion when coach or business class is sold out and travel must occur.

- Changing Tickets – all ticket changes must be made through administration and only when business plans beyond your control require a change.
- Unused Tickets – in the event you do not take the trip for which you have an airline ticket, administration will track and remind you to use the balance of your unused ticket for future travel.
- Airport Parking – Employees are encouraged to use the most economical parking facilities available.
- Baggage Fees are limited to 1 bag/person unless traveling to a show or trade event in which you are taking presentation materials.

## 8. Hotels/Motels

- All hotel reservations must be made through administration. Exception – when you are traveling and you need hotel reservations unexpectedly, it is acceptable to make the arrangements directly with a hotel. Administration must be notified as soon as possible of any such arrangements.
- Hotel Reservations may be held with Temper credit card, but must be paid for with the employee's credit card or funds from an advance at checkout.
- A single room with private bath in a suitable, moderately-priced hotel is the Company standard – balancing quality, price and security.
- Travelers are required to make all hotel reservations through administration. If travel plans change, it is the employee's responsibility to telephone the hotel or administration before the required deadline to cancel the reservation. If the traveler is handling their own hotel cancellation, they will need to obtain the name and/or identifying number of the reservationist who handles any cancellation requests and get a cancellation number in the event that you receive a "no-show" charge, in error, on your credit card statement. This information is essential in correcting the error.
- Employees attending meetings, conferences and/or seminars are required to select the lowest cost accommodations from the list of accommodations offered. Contact administration to check if they are able to secure the conference rate prior to making the reservation yourself.
- Total cost of lodging should consider transportation costs (to venues, appointments, meals, etc.)
- At various times a traveling associate has the opportunity to stay with friends or family in conjunction with business travel. If you are a guest in a home for dinner, you may take a hostess gift (wine, candy, flowers) and be reimbursed up to \$25 for such a gift. If the traveler stays overnight with family or friends while on a business trip, a gift (not to exceed \$50) or

dinner not to exceed \$75 for 3 people, may be purchased as a token of appreciation. (All gifts require a receipt regardless of the dollar amount.)

#### 9. Car Rental

- All car rental reservations must be made through administration. We have agreements with Avis, Budget, Hertz and Enterprise, but should book using the lowest cost provider available. Exception – when you are traveling and you need car rental reservations unexpectedly. It is acceptable to make the arrangements directly with a rental car company.
- When you are traveling by vehicle and your trip exceeds 125 miles round trip, you are encouraged to use a company vehicle.
- Insurance – while traveling on Temper business and booking the car rental through administration, you are covered under Temper Companies' insurance. In the event of an accident, Temper Companies is sufficiently covered for damage to the vehicle, providing the vehicle was rented by administration. This coverage does not apply when renting a vehicle in a foreign country, and full coverage should be purchased.
- Car rentals may be held with Temper credit card, but must be paid for using the employee's credit card or funds from an advance.
- A mid-size vehicle is the company standard. Larger vehicles, such as van or SUV, will be booked only when there is a specific need and pre-approved by manager.
- Refueling – Employees are required, time permitting, to refuel the rental vehicle before returning to rental agency.

#### 10. Taxi/Bus/Limo

- The cost of taxi, bus, or airport limousine service incurred by employees when traveling on Company business is reimbursable. A receipt is required.

#### 11. Rail Travel

- All employees will travel coach (tourist) class when utilizing the railway.

#### 12. Other Travel expenses

- Employees who use their personal vehicles for local (up to 125 miles round trip) company business will be reimbursed at \$0.38 per mile after filing an approved expense report.
- Employees may use Temper Company owned vehicles for business related needs. If vehicle usage is other than local in nature it will require prior approval. When prior approval is required, vehicles will be signed out and mileage recorded before and after return. Fuel for these trips will be reimbursed by filing an approved expense report.

- Employees will be reimbursed for parking fees, road tolls and any other expenses directly related to business trips. Receipts will be collected.
- Expenses associated with foreign travel will be reimbursed. Currency exchanges, visa and passport fees as well as vaccinations not covered by insurance.

### 13. Weekend Travel

- Saturday night stays are encouraged, but not required, when airfare savings exceed the additional expenses incurred.
- If a weekend is spent on the road to save the company money, costs for additional weekend meals and hotel will be reimbursed as long as these costs do not exceed the airfare savings.

### 14. Spouse/Friend Travel

- If a spouse, significant other, or friend accompanies a business traveler and is not an integral part of the trip, the individual will be responsible for all additional expenses.

### 15. Services, Insurance

- Telephone and Other Long Distance Communications
  - The reasonable cost of necessary long distance telephone calls and messages incurred while traveling is reimbursable. (Reasonable costs are determined by the Expense Report approver.)
  - Employees with Temper-provided mobile phones should use those for calls and not the hotel's in-room phone as those charges often far exceed mobile phone charges for the same calls.
  - For International travel, the employee must work with the Administrator in advance to find the least costly plan for mobile phone and data use.
- Laundry and Dry Cleaning Service
  - The cost of laundry, dry cleaning, and pressing services utilized away from home is reimbursable when the business trip exceeds five days.
- Traveler's Club
  - The major airlines have special service club rooms in many of the larger airports. Membership in a travel club may be purchased at the personal expense of the traveler and is NOT reimbursable by the Company unless approved by the President.
- General Insurance Information

- The Company's group insurance is in force wherever you are. The Company's Workers' Compensation is in force whenever you are conducting company business.
- Employees should carry their insurance identification cards with them at all times.
- Personal Vehicles
  - The owner of the vehicle has the primary responsibility in case of an accident. All employees must carry liability insurance on their personal vehicles if they use them at any time for Company travel. The Company will bear no responsibility for damage to the employee's vehicle when used for company business.
- Company Vehicles
  - If an employee is issued a company vehicle, the expenses of company travel will be paid. Cost incurred for commuting to work and personal travel will not be paid by Temper.
- Personal Property and Damaged Luggage
  - While the employee is on Company business, the Company is generally not responsible for personal property damage or loss. The airline is liable for expenses incurred by a passenger due to delayed luggage, so claims should be filed with the airline. If you wish to obtain additional coverage, it will be optional and at your own expense. Damaged luggage must immediately be brought to the attention of the responsible airline officials at the particular airport location. The airline will repair the luggage or pay you to have it repaired.
  - Check with the airline responsible before incurring costs for items such as toiletries, clothing and equipment rental.

## 16. Meals

- Necessary, reasonable and properly documented meal and business entertainment expenses are reimbursable. You are expected to be as prudent as if you were spending your own money. Employees should maintain similar standards as when they are home. Conditions for reimbursement are:
  - You are traveling on company business.
  - You are dining with another Temper employee out-of-town for business purposes. The senior employee should pay the check regardless of cost center.
  - You are entertaining customers or outside parties (prospects, dealer personnel, employment candidates) for bona fide business purposes.
  - You are attending a trade association function authorized by your manager.
  - Detailed receipts are required referencing day, time, items purchased and include a tip.



- When entertaining Temper Companies want the customer to feel valued while managing expenses prudently. Temper will reimburse up to \$75 per person for entertaining. For amounts more than that, prior management approval is required.

#### 17. Expense Reporting – see attached sample

- An Expense Report must be completed, attaching all required receipts, including the approved Travel Authorization form. It must have manager approval and be submitted to the Administrator for processing within 30 days of the completion of the trip.
- Required receipts must be originals or customer copies identified by the name/address of the business, dated, itemized, and properly signed or stamped to indicate that payment has been made. A copy of your credit card receipt or statement is **not** sufficient documentation as per IRS guidelines, but may be used as a last resort if the receipt is lost.
- All expenses must be in U.S. Dollars. Foreign expenses must be converted to U.S. Dollars and be based on the exchange rate the day the expenses were incurred. This exchange rate must be noted on the expense report.
- Receipts are required for:
  - Lodging. A copy of the original hotel bill itemizing all charges is required.
  - Meals. An itemized receipt is required for all meal expenditures, referencing time, place, date, items purchased and tip.
  - Air/Rail/Bus. The passenger's coupon of any used ticket is required except in such locations that no receipt is given.
  - Charges paid for using Temper NBT card should be noted under the "Company Charge" column on the expense report.
  - Car Rental. A copy of the car rental agreement is required.
  - Taxi/Bus/Limo. A receipt is required where available.
  - Parking/Tolls. A receipt for all individual amounts except in locations where receipts are unobtainable.
  - Other Expenses. A detailed receipt for all other expenses is required regardless of amount.
  - Entertainment Expenses. Business meals should occur in surroundings conducive to business discussions. A receipt is required for the expense regardless of the amount. It should be noted on the expense report the nature of the business discussion as well

as the names and titles of all those in attendance. This information is recorded in a separate section at the bottom of the expense report.

**NOTE:** A business meal may occur in an employee's home provided it serves a business purpose.

- Unacceptable Business Card Expenses
  - Expenses which:
    - Lack required documentation
    - Demonstrate no clear business purpose
    - Excessive tipping above 15% - 18%
    - Are incremental expenses associated with spouse/family travel unrelated to business
    - Trip Insurance- Temper Companies provides insurance coverage for accidental injury or death for all employees traveling on Company business. Therefore, the purchase of additional life and accidental insurance or flight insurance is a personal expense to the employee and is not reimbursable.
    - Personal expenses, such as:
      - ✚ Personal services and entertainment, i.e. movies, newspapers, and personal items
      - ✚ More than 1 alcoholic beverage per person per meal, unless entertaining a customer, then 2 per person per meal.
      - ✚ Charitable contributions
      - ✚ Parking tickets and traffic violations
      - ✚ Personal vehicle repairs
      - ✚ Personal credit card membership fees and charges
- Office Supplies
  - Expenses for office supplies should be submitted to Administration for approval prior to purchase and be on a separate approved expense report.
- Computer and Telephone Supplies
  - Computer supplies, internet services, and telephone charges must be on a separate expense report and submitted to Administration for approval.

## 18. Temporary Cash Advance

- A cash advance can be obtained if requested and approved by the manager.
- Cash advance monies that are not used during the approved trip shall be return to the Director of Administration within 3 business days of returning from the approved trip. The traveling employee will complete as soon as possible but not to exceed 7 business days a completed expense report and submit receipts to account for the money spent.
- Accounting of cash advances are the responsibility of the traveling employee. All remittances of cash should be made using personal check.



# Expense Report



Temper Companies

Name:

Date Submitted:

Number of Days:

Purpose of Trip:

Company/Customer

		Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
	Date									
<b>TRAVEL</b>	Location								*Mileage = \$0.545	
	Daily Miles								Company Charge	Employee Charge
	Mileage \$									
	Air Fare									
	Bus/Taxi									
	Hotel									
	Car Rental									
	Gasoline									
	Parking									
	Tolls									
	Phone/Fax									
	Other (Explain)									
	Other (Explain)									
	Other (Explain)									
	<b>SUBTOTAL</b>								\$ -	\$ -
<b>EMPLOYEE</b>	Breakfast									
	Kunch									
	Dinner									
	Entertainment									
	Other (Explain)									
	Other (Explain)									
	Other (Explain)									
	<b>SUBTOTAL</b>								\$ -	\$ -
<b>BUSINESS</b>	Date	Company/Person Entertained (List)					Business Purpose		\$	
	<b>SUBTOTAL</b>								\$ -	\$ -
<div> <div> Employee Signature Date </div> <div> Approval Signature Date </div> </div> <div> <b>Total Expenses</b>  Less Cash Advanced  Less Charges to Company  Balance Due: Employee  Balance Due: Company </div>										

# ACKNOWLEDGEMENT

I certify that I have read and understand Temper Companies Travel Policy. I agree to follow the travel policies it contains and represent Temper Companies in a professional manner whenever I am traveling on company business. I understand that any use of company resources without appropriate documentation or over the stated limits are not authorized and that failure to comply with this policy can result in disciplinary action up to and including termination.

Signature\_\_\_\_\_

Date \_\_\_\_\_