

## Travel & Entertainment Policy

**Author(s): Kelly Klein, Controller**

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### Document Approvals:

<b>Title</b>	<b>Name/Signature</b>	<b>Date Approved</b>
Director, Human Resources	Lisa Novak	
CEO	James Blayney	

## Purpose

This policy provides guidelines and establishes procedures for employees incurring business travel and other expenses on the company's behalf. These guidelines ensure fair and consistent treatment of all employees who travel on company business and establish effective measures for reducing travel and business expenses. All employees are responsible for adhering to the guidelines in this policy. The company assumes no obligation to reimburse employees or pay for expenses that are not in compliance with this policy.

## 1. Policy

- a) In order to maximize travel flexibility, employees are responsible for their own expenses. It is up to each individual to understand the details of this policy and follow all guidelines.
- b) Managers are responsible for approving reasonable and necessary business-related travel, and ensuring that employees comply with the company's travel and entertainment policy. This responsibility includes effective communication of the policy and all necessary related procedures.
- c) From time to time, an employee's job may require business-related travel. No business travel expense will be reimbursed unless the travel was undertaken pursuant to the procedures in this policy and is approved by your Executive Management Team (EMT) member.
- d) All travel arrangements, including airfare, hotel reservations, car reservations, train tickets, etc. are to be made through the RDC-designated travel agency.
- e) **Failure to comply with this policy may result in an employee not being reimbursed for business travel expenses and/or disciplinary action, up to and including termination of employment.**
- f) The company does not provide cash advances.

## 2. Travel Authorization

- a) All travel must be booked as early as possible and at least 7 days in advance unless otherwise authorized. For air travel, this is especially important in order to secure significantly reduced advance purchase fares.
- b) To obtain reimbursement, travelers should attach their travel itinerary with the pre-travel email approval to his/her Expense Report.

## 3. RDC-Designated Travel Agency

- a) Employees should book all RDC business travel through the RDC-designated travel agency listed below:  
**Blue Ribbon Travel** (800) 626-5309 (Cheryl and Toni are our assigned corporate agents; however, any agent can assist with reservations)  
ResCenter Office Hours: Monday through Friday 8:00AM—5:00PM CST
- b) 24/7 online bookings: [http://www.blueribbontravel.com/start\\_up\\_information\\_renewdata.htm](http://www.blueribbontravel.com/start_up_information_renewdata.htm) After Hours: (800) 206-1485 Access Code: 1M63 (One-M-Six-Three)  
This is for emergency flight, hotel and/or car reservations, **NOT for checking flight schedules or confirming itineraries.**
- c) Please notify a RenewData Administrator if there are any problems or concerns with the service received.

## 4. Air Travel

- a) **Employees are required to make airline reservations through the RDC-designated travel agency.** The lowest fare available should be booked, unless it involves layovers of three hours or more. In this case, the next higher fare may be selected.
- b) Upgrades at the expense of the company are neither permitted nor reimbursable. Upgrades are allowed at the traveler's personal expense or by using personal mileage awards.

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- c) Traveling employees may retain frequent flyer program benefits at their own expense. However, participation in these programs will not influence flight selection that would result in an incremental cost to the company beyond the lowest available airfare, as defined in this policy.
  - d) Employees are responsible for cancellation of travel arrangements should their travel plans change and will not be reimbursed for charges incurred as a result of failure to cancel a reservation.
  - e) If an airline ticket is not used, the employee must use best efforts to reuse it (even if only for a change fee) and register the unused fare with the company travel agency for use by another employee in an effort to save the company future travel costs.

## 5. Lodging

- a) **Employees should make hotel reservations through the RDC-designated travel agency.**
- b) All rooms will be paid for and guaranteed for late arrival with the traveler's personal charge/credit card.
- c) Company will reimburse room charges based on reasonable, comparable rates for the location.
- d) Travelers may retain awards from hotel frequent stay programs for personal use at their own expense. However, participation in these programs will not influence hotel selection that would result in incremental cost to the company over other available hotels. Any membership fees associated with joining these programs are not reimbursable.

## 6. Rental Car

- a) **If a rental car is necessary, employees should make reservations through the RDC-designated travel agency.**
- b) The traveler shall choose a compact or intermediate/mid-size vehicle. A large/full-size vehicle may be requested if needed due to excessive number of traveling personnel and/or the amount of equipment being transported.
- c) A car shall not be rented where travelers are within walking distance from their hotel to the travel destination or when shuttle bus or public transportation is available.
- d) Returning a rental car in a state other than the one in which it was rented often incurs a sizeable premium. This is to be avoided whenever possible.
- e) Rental car insurance should be declined, as the company's insurance provides coverage for physical damage and rental car liability.
- f) Travelers may participate in rental car membership programs that are free of charge or at their own expense. Rental car memberships will not influence the car selection. Any membership fees associated with joining these programs are not reimbursable expenses.
- g) Employees traveling together should share transportation whenever possible.
- h) Rental cars must be refueled prior to return to the agency to avoid excessive refueling charges. Any rental car company refueling charges will not be reimbursed.
- i) If an involved in an accident while traveling in a rental car while on business-related travel, the employee must file a report and notify CFO, Controller or HR as soon as possible, give a copy of the police report and written report of the accident to the CFO, Controller or HR.

## 7. Other Transportation

- a) Travelers will be reimbursed for business usage of personal cars on a fixed rate per mile scale, which includes all costs of operating the car. Current mileage reimbursement rate is in the Expense Reimbursement Form. A detailed explanation of each travel segment will be required for reimbursement. A business-related trip begins when the employee leaves his/her (1) residence or (2) place of regular employment, whichever occurs later. The authorized trip ends when the employee returns to his/her (1) residence or (2) place of regular employment, whichever occurs first.

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- b) Employees are reimbursed mileage when they elect to drive their car in lieu of flying when it is cost beneficial to do so. Any employee choosing to do this must obtain approval from his/her manager prior to the trip.
  - c) Employees using their vehicle on company business are responsible for having valid proof of personal insurance and a valid driver's license with them at all times. **The company does not provide any insurance for personal vehicles. Employees are required to maintain adequate insurance coverage on their personal vehicles.**
  - d) Employees who are involved in a vehicular accident involving a personally-owned vehicle while on company business should file primary damage claims with their personal insurance carrier and report to CFO, Controller or HR. The company will reimburse the employee for a maximum deductible of \$500 when traveling on official company business.

## 8. Meals and Entertainment

- a) Employees will be reimbursed for actual and reasonable meal expenses incurred during approved business travel.
- b) When entertaining clients, the cost of meals and entertainment must not be excessive. Liquor charges cannot exceed 40% of total restaurant bill or three drink maximum per person for non-meal entertainment.
- c) Expenses of a questionable or inappropriate nature may not be reimbursed.
- d) Proper documentation (names of all people dining, client company name, and nature of business meeting, place, itemized receipt and amount) must be included in employee's expense report. This is an IRS requirement.
- e) Tips should not exceed 15%. Any amount greater than this may not be reimbursed.
- f) Generally, meal costs may not exceed \$50.00 per day, although certain cities that have higher living costs may result in increased meal costs.
- g) The most senior company employee present is responsible for meal and entertainment expense payment.
- h) For meals and entertainment NOT associated with business travel, EMT-level approval is required.

## 9. Expense Reporting and Reimbursement

- a) **Original and itemized receipts are required for ALL expenses.** "Tear off", credit card statements, photocopied, and other non-itemized receipts will not be accepted and will not be reimbursed.
- b) **The Company reserves the right to withhold reimbursement if expense report is not received within 30 days of incurring the expense.**
- c) Receipts should be taped to an 8-1/2 x 11 sheet of paper for ease of handling and review. Receipts should be in approximate order as listed on report. Expense reports with a group of receipts stapled to them will not be accepted and will be returned to the employee.
- d) All emails and/or written approvals for travel must be attached to the expense report.
- e) Hotel bills must be split into the appropriate days and categories (lodging, phone, food-do not enter the entire bill as one lump sum amount).
- f) Only use the "Miscellaneous" Expense type for expenses that cannot be categorized in their own Expense Type. (i.e. do not use Miscellaneous for items such as Airfare, Car, Meals etc).
- g) In order for reimbursement to be included in the next payroll period, Expense Reimbursement Forms must be approved and received by Accounts Payable on the Friday prior to payday.

## 10. Miscellaneous

- a) Personal expenses such as pressing and laundry (unless travel extends more than five days), personal care services, athletic services, movies, child care services, pet care services, alcohol, etc. are not-reimbursable.

- b) Parking expenses/fees should also be moderate or at the lowest reasonable price. Airport parking will only be reimbursed at local long-term lot rates. Expenses such as towing and/or parking tickets are not reimbursable.
- c) Late fees and other expenses incurred by the employee due to non-payment of business expenses are not reimbursable.
- d) Dues and/or memberships to social clubs, associations and societies are only reimbursable with Executive Management-level approval.
- e) Any type of office supplies such as hardware, software or other computer equipment should be obtained through the IT Help Desk.
- f) Business calls should be made using the most economical means possible, whether by cell phone, calling card or landline. A hotel phone will rarely be the most economical means for a long distance call.

## 11. Billable Expense Reports

It is the policy of the company to recover valid, billable expenses from our clients. The following guidelines must be used to ensure proper billing:

- a) It is the employee's responsibility to make sure he/she understands a client's outside contractor travel policy prior to incurring any expenses that are to be billed to the client. RenewData will attach a copy of the expense report and all receipts to all expense invoices sent to clients.
- b) The client's name and engagement agreement number must be indicated on the expense report. Submit separate expense reports for each separate engagement agreement.
- c) Billable expense reports must be submitted within two weeks of the completion of travel or incurring the expense.
- d) Include all expenses paid by RDC (airfare, hotel, etc.) and mark them as "Paid by RDC." Expenses not included on the expense reports will not be billed to clients. For instance, airfare paid by RDC needs to be listed on the expense report in order for the client to reimburse RDC for that airfare.
- e) Please provide receipts for ALL expenses to be billed to the client. Because it creates potential collection issues, RDC will not invoice clients when there are no receipts to substantiate the expense.
- f) Submit separate expense reports for billable and non-billable expenses. Billable expense reports that include non-billable expenses will be returned unpaid to the employee and must be re-submitted on separate expense reports.
- g) Do not combine more than one client or engagement agreement on the same billable expense report.

## 12. Audit Procedures

- a) All expense reports are subject to periodic audit. Inappropriate expenses may be charged back to the employee.
- b) Falsification of records and/or expenses is cause for disciplinary action up to and including termination.