



PRODUCT LIFECYCLE LOGISTICS™

Teammate Travel and Entertainment Policy

PURPOSE

GENCO ATC's Travel and Entertainment (T&E) policy is intended to accomplish the following objectives:

- Ensure that teammates have a clear understanding of GENCO ATC's T&E policies and procedures
- Ensure that travelers are afforded a reasonable level of comfort at the lowest possible cost
- Minimize T&E cost
- Maximize the company's ability to negotiate discounted rates with preferred suppliers
- Provide adequate internal and business controls to ensure that T&E expenses are properly reviewed, approved and accounted for

SCOPE

The scope of this policy covers all GENCO ATC Teammates and includes all aspects of travel and entertainment expenditures, including but not limited to authorization for travel, source of travel arrangements, use of carriers and routes, class of service, hotels and car rental agencies, reimbursable expenditures and payment methods.

POLICY

A. General

GENCO ATC will reimburse teammates for T&E that are incurred for a business purpose of the company, are reasonable and are documented in conformity with this policy. The company expects that the traveler will exercise the same care in incurring expenses as he/she would when using personal funds.

B. Responsibility

The traveler is responsible for understanding and complying with company policy and for submitting reports on a timely basis; i.e., **one report by the 25th of each month** (in the case of ATC Logistics & Electronics and ATC Drivetrain, submitted by the 20th and approved by the 27th of each month). Teammate's one over is responsible for reviewing expense reports of direct reports for compliance with this policy and approving within the established timelines outlined in this policy.

C. Travel Arrangements

Arrangements – Arrangements for air travel, lodging and car rentals will be arranged through the designated company travel agency, TSI (formerly Travel Focus) through the Concur Travel module. Arrangements are to follow this policy.

Billing – Charges for business related travel will be billed to the Teammate's company credit card. Teammates traveling who do not have a company credit card are to follow the outlined procedures in section N of this policy.

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Advance Arrangements – Teammates are expected to make reasonable efforts to make travel arrangements in advance, taking advantage of advance booking cost saving opportunities.

D. Air Travel

All travelers should select the least expensive direct route; considering advance purchase rates and discounts. Business, First Class seating and International travel must be approved *before* the ticket is purchased by a member the business unit's President or Senior Management.

Flight Cancellation – Travelers are responsible for cancelling their airline tickets. Failure to cancel a non-refundable ticket will permit the airline to not allow the traveler to re-use those funds at a later date. Travelers are encouraged to call TSI to cancel flights.

Baggage Fees – GENCO ATC will cover the cost of Baggage Fees.

E. Lodging

A list of hotels located in close proximity to GENCO ATC facilities in both United States and Canada can be found in Concur Travel, the online travel booking tool and is to be used for all company business travel.

No-show Charges – Teammates are responsible for canceling guaranteed hotel reservations when itineraries change to avoid "no-show" charges.

Hotel Internet fees – The Company will reimburse for Hotel Internet Fees.

Laundry – Charges for laundry services will be reimbursable when length of trip exceeds five business days.

Non-reimbursable hotel expenses – GENCO ATC will not reimburse for mini-bar charges, hotel gift shop purchases, in-room movies or health club fees.

F. Transportation

Teammates are to use GENCO ATC's preferred car rental partner National Enterprise. The Company will reimburse for rental of GPS units used when renting a car. If the traveler has a company issued smart phone it is encouraged to down load the appropriate navigation application to avoid this cost.

Vehicle Size – Intermediate or mid-size cars are to be rented unless the size of the group or equipment to be transported makes them impractical. Teammates who desire larger vehicles should check with the travel agent at the time of reservation for availability of no-charge upgrades. Specialty vehicles (luxury, sports utility and convertibles) are not reimbursable unless the rental company offers them as a free upgrade.

Insurance – Teammates will decline both the Collision Damage Waiver and Personal Accident Insurance as the Company's corporate insurance policy covers these items for each teammate. When a teammate rents a car on a business trip, he/she must make sure GENCO ATC, or the name of their business unit, is on the rental contract. This makes it clear to GENCO ATC's insurance carrier that the Company's policy would be primary.

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Refueling – Teammates should make use of the least expensive cost refueling options. In most cases, the rental company’s refueling option is the most expensive and refueling before returning the car can save considerable cost.

The company will reimburse teammates for personal car mileage at GENCO ATC’s internal rate. Reimbursement for gas purchases is not appropriate when claiming mileage. The traveler using a personal car for company business should maintain adequate liability insurance for their protection and for the protection of any passengers. Mileage reimbursement must be processed using the Google mileage calculator in Concur.

A teammate involved in an accident while driving on Company business must report the accident immediately to the local police department and the teammate’s supervisor. The supervisor should contact their facility’s TMS representative and Corporate Risk Management. If a rental car was involved, the rental car company should be notified.

Other transportation items (taxi, parking, tolls, etc.) will be reimbursed if supported by receipt as required.

G. Meals and Entertainment

Reasonable meal costs while out of town will be reimbursed. Tips are reimbursed up to 20% of the total bill.

Up to two alcoholic beverages with dinner will be reimbursed and none for other meals. The company waives the two-drink dinner limit for alcoholic beverages consumed with a customer or at business functions. **However, the company expects that the teammate will act responsibly and avoid excess.** In the event that a teammate chooses to consume alcoholic beverages and has any concerns that he/she is not capable of safely driving after such events, the company will reimburse for alternate transportation to ensure that the teammate does not place themselves or others at risk. A “Driving Under the Influence” conviction while in the performance of company business or returning from a business function is subject to disciplinary action up to and including termination.

For all meals including other teammates or customers there must be a legitimate business purpose and the bill is paid by the most senior member of management present.

To conform to Company policy, the following documentation must be provided for all expenses of this nature when required by section (L) Documentation:

- *Date, place and nature of expense*
- *Name, titles and company of individuals in attendance*
- *Business purpose*
- *A detail receipts showing all items purchased*

“In-town” meals is defined as you are not traveling away from home on Company business requiring an overnight stay. For sake of clarity, that means if the only attendees at the meal are GENCO ATC teammates, then the meal will be considered personal in nature and will not be reimbursed by the Company. There are three exceptions: 1) GENCO ATC will reimburse for “in-

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town” meals if a customer or a vendor is present; 2) in-town meals are allowed providing that the expense is approved by the teammate’s one over (supervisor) to celebrate a significant business milestone or accomplishment in advance (for example, a new customer win, an excellent profit for the period, or the completion of a major team project); and 3) in-office working lunches are acceptable when approved by the business unit president. The specific reason for the celebration must be entered in the comments section of the Concur expense report when submitted

Expenses are to be **itemized** and include receipts, if over \$50.

H. Non-Reimbursable Expenses

Non-reimbursable expenses include, but are not limited to: newspapers/magazines, cigarettes, personal grooming items, mini-bar charges, hotel gift shop purchases, in-room movies, health club fees, souvenirs, clothing, cleaning services, miscellaneous gratuities, golf and other sporting events, car washes, personal GPS systems, On-Star, satellite radio etc.

I. Group Travel

When groups of teammates (five or more) are traveling to a location for business, training, or a Corporate approved event, please contact your business unit or corporate travel administrator prior to booking reservations to determine if a group or extended rate can be negotiated.

J. General Guidelines

All teammates must use the Concur Expense program to file their expense reports. To file an expense report in Concur you must have an account. Contact your Concur/Credit Card System Administrator to set up your account.

It is a company goal and requirement that all travel and lodging is arranged through Concur Travel, which allows the traveler to reduce the time it takes to create an expense report.

For complex travel arrangements, TSI is available to assist.

K. Corporate Credit Card Program

The company has arranged with the Bank of America to issue corporate credit cards to teammates who travel for the company. To maximize the Bank of America corporate discount; teammates are to use the card for all of their T&E expenses. With widespread credit card acceptance, the company expects teammate out of pocket expenses to be negligible. **Use of personal cards is discouraged.**

L. Documentation

Receipts are required on credit card purchases greater than \$50 and always required for all out of pocket expenses. The traveler must either fax or scan their documentation to Concur Expense in order to complete the processing of their report. Once reports are fully processed receipts can be discarded.

M. Out of Pocket Expenses

The company reimburses out of pocket expenses and withholds for personal expenses through payroll or through direct deposit depending on business unit. Travelers can expect reimbursement/deductions to be processed as soon as four days and no later than 14 days from the date the expense report is approved and processed. The approval flow can be tracked in Concur

Central if there are any concerns about the timing of the reimbursement. *Expediting of out of pocket expenses is discouraged and will only be approved of in extreme circumstances.*

N. Teammates Traveling *who do not have a GENCO ATC Bank of America Travel Card*

Often teammates are requested to travel for various reasons. Below outlines the process and responsibilities for teammates traveling on company business who do not have a GENCO ATC Bank of America travel credit card.

Facility Support – When facilities request support from other locations it is the responsibility of the Manager (or person requesting the support) of the location (i.e. the destination location) to arrange all travel including airfare, hotel and automobile. The travel arrangements are to be charged to the requesting Manager’s GENCO ATC Bank of America Card travel card. Teammates without a GENCO ATC Bank of America Card who require a rental car are to have the requesting Facility Manager book the rental car and have it charged to the National direct bill account.

*Notes: Teammates traveling to other facilities **must** turn in their receipts to the requesting facility manager. On hotel/lodging charges, the requesting Manager needs to fill out the credit card authorization form and fax it to the hotel. Notify the appropriate staff account in order to correctly transfer the necessary teammate wages to the supported facility.*

Other – When teammates are requested to travel for reasons other than facility support it is the responsibility of the teammates Facility Manager to arrange all travel including airfare, hotel and automobile. The travel arrangements are to be charged to the teammates Facility Manager’s GENCO ATC Bank of America travel card.

Corporate – When corporate teammates/consultants/employment candidates are requested to travel it is the responsibility of the Department Manager or designated department administrative person to arrange all travel including airfare, hotel and automobile. The travel arrangements are to be charged to the department’s designated or manager’s *GENCO ATC Bank of America travel card*.

Meals and Incidentals all Teammates – Teammates traveling *without a GENCO ATC Bank of America travel card* will be given a **Per Diem** consisting of \$45.00 per day including their travel days which is to cover their meals and incidentals. The per diem will be processed by the requesting Facility Manager on a per diem form submitted to the Accounts Payable department. The per diem is to be charged to meals and to the same facility receiving the travel charges. Receipts are NOT required for meals and incidentals covered by the per diem. Request for per diem should be made seven days in advance. *Note: Per Diem is not included in the expense report.*

Other Items – Other expenses such as airport parking, mileage, bag check fees and so on are paid by the teammate and are reimbursed by GENCO ATC. Upon completion of the travel the teammates must complete their expense report through Concur. Please contact your Concur system administrator to have teammates set up in Concur.

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O. Final Note

Tutorials and company procedures can be found on the GENiSYS web site <http://www.genisys.biz/department/travel> and should be the first reference used when addressing a travel issue.

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