	Document No.:	FIN.310.01
	Effective Date:	02/01/2010
	Revision Date:	October 26, 2015
Personal Vehicle Use for Company Business Policy	Revision No.:	v2.0
	Approval:	11/9/2015

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1.0 Purpose

- 1.1 The safe and legal operation of motor vehicles for business activities is a serious responsibility of the driver and of Burroughs Inc. (the “Company”).
- 1.2 Employees who use their personal vehicles for Company business must always do so in a fashion that abides by all laws. These employees have a serious responsibility to practice courteous and safe driving for themselves, their passengers, and others.
- 1.3 The roadworthy condition of the employee’s vehicle and the conduct of the employee have a direct impact on the liability and the professional image of the Company and the safety of the employee and passengers.
- 1.4 Protecting the privacy of your personal information remains a high priority of the Company. Personal information related to this policy will be safeguarded in the same fashion as all personal information is handled at the Company.

2.0 Scope


- 2.1 This policy and procedure applies to all employees worldwide, but more specifically addresses requirements for employees within the United States.
- 2.2 References to US dollar amounts contained within this document are to be converted to reflect the employee’s local currency at the current exchange rate.

3.0 Policy

The Company reserves the right after review of an employee’s driving record to require additional insurance or other prerequisite conditions at the Company’s sole discretion, to insure the Company against any loss as a result of personal vehicle usage and where driving is essential to the employee doing his or her job.

4.0 Definitions

Use of a personal vehicle for business activities: the use of an employee’s personal vehicle by the employee to conduct business activities for the Company

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under the pre-approval or existing knowledge of the employer.


5.0 Responsibilities

- 5.1 The Chief Financial Officer (CFO) is responsible for this policy and procedure and its interpretation.
- 5.2 The responsibility for loss prevention is assigned to all management and supervisory personnel and is dependent on the sincere, constant and cooperative effort of all employees.

6.0 Procedures

6.1 Driver Qualification

- 6.1.1 Drivers must be at least eighteen (18) years of age;
- 6.1.2 Must possess and provide the company a copy of a valid driver's license issued by the state in which the employee resides;
- 6.1.3 Must sign a written statement validating a "good" driving record based on the Motor Vehicle Records (MVR) point system. MVR will be valued based on the point system. Current accumulation of 9 or more points by an employee/prospective employee will be considered "an unacceptable driving record. Drivers with unacceptable driving records will be prohibited from operating a vehicle while on Company business. The Company reserves the right to investigate and verify the driving record of an employee. By accepting employment, the employee agrees to the sharing of driving record information with the Company.
- 6.1.4 Any disciplinary action taken as a result of MVR discrepancies and/or accidents will be documented and consistently applied to all employees who fail to comply with this policy where driving a motor vehicle is essential to the employee doing his or her job.
- 6.1.5 Driver's licenses and signature of MVRs will be obtained prior to employment for those individuals seeking positions that necessitate the operation of a motor vehicle for business activity purposes.

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6.2 Driver Regulations

- 6.2.1 When driving for the Company, personnel are required to wear seat belts at all times. Also, drivers should ensure that all passengers wear their seat belts.
- 6.2.2 Drivers will obey all traffic laws, drive courteously and practice defensive driving techniques.
- 6.2.3 Drivers will immediately report to his/her manager and the Fleet Operations Manager:
- Any traffic violation that they are ticketed for during working and nonworking hours;
 - Any traffic violations for which they are convicted, plead guilty to or no contest;
 - Any change in drivers' license status including suspension, revocation, or restriction; and
 - Any and all accidents that occur in company or personal owned vehicles during work hours.
- 6.2.4 No employee will possess in their vehicle or on their person a firearm or weapon when on the premises or while on duty.
- 6.2.5 Operating company or personal vehicles after having consumed alcohol and/or drugs including prescribed medications that may impair their ability to operate a motor vehicle is prohibited and will be grounds for disciplinary action up to immediate termination.

6.3 Auto Insurance Requirements

- 6.3.1 Employees using a personal vehicle for Company purposes assume liability for the vehicle. All employees who use their vehicle for Company business must have personal automobile liability insurance in the minimum amounts of 100/300/100 as described below:
- \$100,000 – bodily injury per person
 - \$300,000 – bodily injury per accident
 - \$100,000 – property damage per accident

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6.3.2 Consistent with the Company's Travel and Reimbursement policy (FIN.310.00, section 6.7.5.1), the employee's personal automobile insurer will pay first, up to the total limits of that personal automobile policy. Should the employee's personal automobile liability limits become exhausted, depending on the circumstances, the Company's insurance may then respond.

6.4 Accident Reporting

6.4.1 Should an accident occur, do the following:

- Stop immediately – if possible, pull off the traveled portion of roadway.
- Warn other motorists – set out warning devices (e.g., cones, triangles).
- Check for injuries and render assistance only if immediate danger to life and health.
- Call the police.
- Exchange information. Give the other driver(s) your name, insurance information, and your driver's license number. Get the same information from the other driver(s).
- Document accident scene and take photographs of vehicles and/or persons involved in the incident prior to disturbing the accident scene, if feasible.
- **DO NOT MAKE ANY STATEMENT, ORAL OR WRITTEN EXCEPT TO A POLICE OFFICER.**
- Get the names and addresses of anyone who might have witnessed the accident.
- Drivers may be required to take a substance abuse screening as soon as possible after an accident. Failure to submit to such testing may result in suspension or termination.

6.4.2 Employees must attach a copy of their insurance claim, the police accident report if available, and the repair bill to the Request for

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Collision Loss Reimbursement form and forward all documentation to Travel Accounting with their expense submission.

6.5 Personal Vehicle Equipment And Maintenance

- 6.5.1 Employee shall maintain his or her vehicle in a manner that will ensure reasonable reliability and availability. As a representative of Burroughs, the employee is expected to maintain a clean and professional appearance, which this applies to their personal vehicle.
- 6.5.2 Employees whose job responsibilities require the use of Company directed equipment such as GPS devices shall maintain this equipment in their vehicles while conducting Company business.

Important Disclaimer

Burroughs Inc. reserves the right to amend or terminate its policies in whole or in part, at any time and for any reason, without notice or consent to the extent permissible under applicable law. This policy is neither an employment contract nor an agreement guaranteeing employment for any specific period of time. Additionally, any employee may voluntarily leave the company, and the company may terminate employment at any time for any reason for no reason at all.

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1.0 Purpose

This policy and procedure outlines the Burroughs (Burroughs) policy and procedure governing business travel and expense reimbursement for employees worldwide.

2.0 Scope

- 2.1 This policy and procedure applies to all employees worldwide, but more specifically addresses requirements for employees within the United States.
- 2.2 References to US dollar amounts contained within this document are to be converted to reflect the employee's local currency at the current exchange rate.

3.0 Policy

Burroughs will reimburse employees for actual and reasonable expenses incurred for authorized travel and/or expenses incurred in the conduct of company business within the guidelines outlined in this document.


Employees are to use the Company preferred hotels and rental car companies when booking travel.

4.0 Definitions

Preferred vendors – Companies that Burroughs has negotiated agreements for special or corporate rates

5.0 Responsibilities

- 5.1 The Chief Financial Officer (CFO) is responsible for this policy and procedure and its interpretation.

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- 5.2 It is the responsibility of management at all levels of the organization to assure that business travel is undertaken only as necessary to further company interest and to accomplish job performance requirements and objectives.
- 5.3 It is the responsibility of each employee to assure that their immediate manager is fully informed of trip plans, agrees with the business purpose and pre approves the travel requirement.
- 5.4 Exceptions must be approved by the responsible direct report to the Chief Executive Officer (CEO) or designee.

6.0 Procedures

6.1 Travel Arrangements

- 6.1.1 When internal non-client facing meetings are essential to the business, employees will use the Concur web portal to arrange travel and should be arranged as soon as possible to take advantage of lower rates. The cost for last minute arrangements of airfare, hotel and car is significant and should be a serious consideration.
- 6.1.2 The minimum number of people required should travel, when a trip is required. If more than two employees travel to the same event, pre-approval by the employee's immediate manager is required.
- 6.1.3 It is the responsibility of the employee to obtain an invoice/itinerary with the information required to satisfy Travel Accounting's audit of the employee's expense submission, when booking travel. Documentation must show carrier name, ticket number, class of service, cost of flights and form of payment.
- 6.1.4 Travel arrangements are to be made as far in advance as possible to (1) allow sufficient time for orderly processing by the travel agent (2) take advantage of any available airfare discounts, and (3) allow sufficient time

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for delivery of travel documents, when they are needed.

- 6.1.5 Any travel booked 14 days or less from the employee's expected travel date requires approval by the employee's immediate manager.
- 6.1.6 All international travel requires advance approval by the employee's immediate manager..
- 6.1.7 Travel into countries considered to be a risk is to be reported to the CFO or designee.
- 6.1.8 All travel is to be booked in coach/economy class regardless of destination.
- 6.1.9 Employees attending trade shows, conventions, seminars and other training where travel has been pre-arranged, are not required to use the designated travel agent.

6.2 Airline Ticketing

- 6.2.1 The use of nonrefundable air tickets is required. Purchase of a nonrefundable ticket requires advance approval by the employee's immediate manager. .
- 6.2.2 Tickets purchased in advance of the trip may be expensed prior to departure.
- 6.2.3 When a change in travel plans becomes necessary after the purchase and receipt of a penalty or non-refundable ticket, the Company will review the reason for the change, determine whether to accept the penalty charges involved and adjust the employee's account accordingly.
- 6.2.4 Failure to cancel a flight reservation prior to the date of departure, or not showing up for the flight, will result in forfeiture of the full cost of the ticket. Employees are to contact the travel agent/office that issued the ticket or made the reservation any time a trip is cancelled. Remember to

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cancel any hotel or car rental reservations to avoid no-show charges.

6.2.5 A fee will be charged for processing the refund of a fully refundable ticket. The refund will be credited back to the original form of payment.

6.2.6 Non-refundable tickets cancelled prior to departure can be used towards the purchase of a new ticket on the same carrier. Air carriers will allow exchanges towards a new ticket from 90 days up to 12 months. It is the responsibility of the employee to be aware of the individual carrier policies.


6.2.7 Some carriers no longer allow travel agencies to issue residual value Miscellaneous Charge Orders (MCO's) on non-refundable tickets. Any difference in fare will be lost and any applicable penalties must be collected. For example, if the employee has an unused non-refundable ticket valued at \$600 that is applied to a new ticket cost \$300, the remaining value of \$300 will be forfeited.

Per airline rules and regulations, airline tickets are not transferable to other carriers.

6.2.8 Employees must submit a copy of the final invoice/itinerary containing the ticket number, value of the ticket and the form of payment and routing. This includes cancellation of flights booked directly with a carrier. In the "Comments" section, employees are to note the ticket is an advance purchase non-refundable ticket.

6.2.9 Some carriers, especially in foreign markets, still utilize paper tickets. Employees are to allow sufficient time for paper tickets to be delivered to them prior to departure.

If a paper ticket is standard for an airline carrier in a specific market, there will be no additional charge to the employee. However, requesting paper tickets when an electronic ticket is available will incur charges that are not reimbursable.

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6.3 First and Business Class Travel including Air and Rail

6.3.1 Employees will be permitted to travel first class via air only with the final written pre-approval of the CFO. Employees will not be reimbursed for unauthorized paid business or first class travel.


6.3.2 If there is a medical condition that requires the employee to travel first or business class, the CFO and VP of Human Resources must be provided with a letter from the employee's physician justifying the medical condition requiring first class or business class travel and the length of time the requirement is to be in place.

Exceptions are valid for six months if the condition is chronic and must be resubmitted for renewal at the end of each period. For non-chronic situations documentation is required for each travel occurrence.

A copy of the approval must be submitted with each expense submission where first class travel is utilized for medical reasons.

6.3.3 There are situations where rail travel is practical and a preferred alternative to air travel in terms of cost, time en route and employee convenience. Where such situations exist, rail travel is authorized and encouraged. Reserved seating is authorized for daytime travel and a roomette for overnight trips.

6.3.4 Amtrak's Acela trains in the US Northeast corridor have only business and first class seating. Therefore, business class is accepted on Acela trains only. Employees will be permitted to travel first class only with the approval of the employee's immediate manager.

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6.4 Miscellaneous Travel

- 6.4.1 In the event of a crisis, the Company needs to be able to locate all traveling employees. For security and safety, employees should always provide travel itinerary/plans to their immediate manager.
- 6.4.2 The use of privately owned, rented or leased aircraft is not reimbursable for business travel.

6.5 Use of Rental Cars

- 6.5.1 Employee use of rental cars in the course of authorized business travel is permitted when such use is the most economical or only practical means of local transportation, or when otherwise needed for business requirements.
- 6.5.2 A Corporate negotiated agreement has been made with Burroughs preferred rental car companies. Where available, only those rental car companies are to be used for designated business use.
- 6.5.3 Any car-class other than compact must be explained in the Comments section of the associated expense item and is to include the names of any extra passengers and their relationship to the renter. Indicate excess luggage/equipment, or personal physical requirement. The employee's manager must authorize the use of a non-compact car.
- 6.5.4 Employees should always inspect the vehicle, inside and out, for any existing damage before the rental car is driven off the lot. Any damage is to be reported to the rental agent immediately. If not reported prior to departure from the lot, the employee may be liable for that damage upon return of the vehicle.
- 6.5.5 All rental cars must be refueled before returning to the rental facility. The cost of the Fuel Purchase Option (FPO), which means agreeing in advance that the vehicle will be refueled by the agency upon return, is not

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reimbursable.

- 6.5.6 The Company will not reimburse for optional Global Positioning Systems (GPS) or optional satellite radio in rental cars.
- 6.5.7 The Company will not reimburse surcharges added to the employee car rental cost for frequent flyer or frequent traveler points (FF/FTP).
- 6.5.8 If the rental vehicle is needed beyond the original rental dates, employees must notify the agency of the need to extend, or the vehicle could be reported as stolen.

6.6 Rental Car Insurance

- 6.6.1 Within the continental US, Collision or Loss Damage Waiver insurance (CDW/LDW) is included at most locations as part of the negotiated rates. Employees are to decline all forms of extra insurance protection offered (i.e. CDW/LDW, Liability Insurance Supplement, Personal Injury and Personal Effects), unless the rental company is a “non-participating” company. If the employee is using a corporate credit card, (AMEX), then this insurance is in place regardless of the car rental company’s participation.
- 6.6.2 US employees renting vehicles outside the continental US, including Alaska, Hawaii and Canada, are to purchase/accept the CDW/LDW, but decline all other forms of insurance.
- 6.6.3 In some countries, local car rental insurance is included in the rental rate. Car rental agencies will charge a flat rate surcharge should an accident occur. For rentals outside the employee’s home country, this surcharge is an allowable business expense, if the accident was not due to the employee’s negligence.
- 6.6.4 If employees have absolutely no alternative but to rent from a non-preferred rental car agency, they should be prepared to present

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documentation with their expense submission, to support the choice of a non-preferred agency.

- 6.6.5 If renting from a non-preferred rental car agency, the employees are to accept/purchase the CDW/LDW coverage unless they are paying with a corporate credit card (AMEX) in which case insurance is provided through the credit card. Reimbursement will be allowed only for CDW/LDW coverage.

In the event of an accident, usage of a non-preferred rental car agency will expose an employee's organization to a loss of up to the total value of the rental car. This exposure applies when an individual is negligent in operating a vehicle or when the rental car is damaged for any reason during the term of the rental agreement, even if a preferred rental car agency is utilized.


- 6.6.6 Only the Company's employees are protected where insurance coverage is included with the business rental. Family members or friends driving the vehicle are not covered by insurance. If the employee plans to have someone non-business related drive the vehicle, insurance must be taken, but it is not reimbursable since that driver is not involved in Company business.

- 6.6.7 The Company does not reimburse employees for additional insurance coverage.

- 6.6.8 Insurance is not covered on personal rentals.

- 6.6.9 Employees are to familiarize themselves with the information on the reverse sides of the rental agreements regarding violations of the agreement that will void all insurance coverage, such as driving under the influence, reckless driving, etc.

- 6.6.9.1 All accidents must be reported to the vehicle rental agency immediately and notify his or her manager and the fleet

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manager or designee.

6.6.9.2 In the event of an accident involving injuries to any party, the employee must file a police report, complete the forms required by the rental car company and notify his or her manager and the fleet manager..

6.7 Use of Personal Automobile in the U.S.

6.7.1 Reimbursement for authorized use of a personal automobile while on Company business in the U.S. will be reimbursed in accordance with rates set forth by Travel Accounting in the expense reporting system.


6.7.2 Fuel and maintenance costs for use of a personal vehicle are included in the mileage reimbursement rate and are not to be expensed as a separate line item.

6.7.3 Employees using personal automobiles on Company business must maintain a safe driving record. Employees must provide the company with a copy of the motor vehicle driving record on an annual basis. Drivers with unacceptable driving records will be prohibited from operating a vehicle while on company business.

6.7.4 Employees using personal automobiles on Company business must carry a personal automobile policy with minimum liability limits of \$100,000/\$300,000.

6.7.5 If an employee has an accident while using a personal automobile on Company business:

6.7.5.1 The employee's personal automobile insurer will pay first, up to the total limits of that personal automobile policy. Should the employee's personal automobile liability insurance limits become exhausted, depending on the circumstances, the Company's insurance may then respond. The Company may reimburse the employee for the Collision

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or Comprehensive deductible portion of their personal automobile insurance to a maximum of \$500.

6.7.5.2 Employees must attach a copy of their insurance claim, the police accident report if available, and the repair bill to the Request for Collision Loss Reimbursement form and forward all documentation to Travel Accounting with their expense submission.

6.8 Lodging

6.8.1 When traveling on Company business, employees are expected to stay at one of the designated preferred hotel chains. If a non-preferred hotel is selected, the employee is to state the business reasons why a non-preferred property is selected in the “Comments” section on the expense submission.


Attending a conference or convention, traveling with customer(s), room not available in an approved hotel, hotel not in close proximity to final destination, staying in hotel at a lower rate, would be valid reasons for selecting a non-preferred hotel.

6.8.2 Burroughs will reimburse for lodging expenses only for stays at commercial hotels. Original receipts are required for lodging reimbursement.

6.9 Meals

6.9.1 Personnel traveling greater than 14 hours are entitled to reimbursement for meals on a per diem basis for Field Services Personnel and actuals for all others. In the case where the cost of meals cannot be reasonably covered by Per Diem, meals will be reimbursed on an actual and reasonable basis (e.g., employee may not expense breakfast after staying at a hotel that provides breakfast).

6.9.2 Field Personnel are entitled to per diem for meals and incidental expenses

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at a rate of \$30.00 per day. Consistent with the Travel Policy, the Manager will review and approve the submitted expenses for appropriate charges.

- 6.9.3 For all other personnel, the cost of all meals will be reimbursed on an actual and reasonable basis, except when meals are provided free of charge (on airlines or at hotels).
- 6.9.4 Any meal or entertainment cost of \$25.00 or greater must be supported with the original itemized receipt.
- 6.9.5 When entertaining clients at events such as restaurants, theater, sporting events, or other appropriate venues whereby a business discussion takes place, during, immediately before or after the event, charges are to be expensed under the category of "Entertainment".
- 6.9.6 Employees having a business luncheon, dinner, etc. with other Company employees are to submit those costs under the "Meals" category. Do not expense under Entertainment. On-site meal costs provided by the employer are to be submitted as Employer Provided Meals.
- 6.9.7 All expense submissions for client entertainment or for employee meals attended by more than one person, must be supported by the following:
 - Amount and date of each separate expenditure \$25.00 or greater
 - Name and type of establishment
 - Name(s) of guest(s) (including first and last names) and business relationship
 - Business reason for the meal or entertainment

6.10 Communications

- 6.10.1 Messages, telephone calls, internet charges for business purposes incurred while traveling, are allowable and reimbursable expenses.
- 6.10.2 Long distance calls must be documented in sufficient detail to verify that

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they are business calls.

These calls are not reimbursable if the employee has been issued a Company mobile phone. Whenever possible, do not make long distance phone calls using the hotel phone that will be billed to your room at a high rate. Use your personal mobile phone or a Company issued calling card.


6.10.3 Reasonable charges for calls to the employee's home, generally not more than one per day, are allowable and reimbursable when the employee is traveling.

6.11 Combining Business and Personal Travel

6.11.1 Employees may choose to combine business and personal travel, and/or travel by a different mode of transportation from that authorized. All costs in excess of those incurred for business travel resulting from personal preference must be borne by the traveler, not Burroughs and the corporate card is not to be used for any charges or fees related to personal travel. All requests related to combining personal and business travel must be approved by the employee's manager or the manager's direct supervisor.

6.11.2 Travel Arrangements: Employee must provide supporting documentation to their manager that the lowest airfare or mode of transportation that meets Burroughs policy was used for the business travel. The supporting documentation may be screenshots from the Travel Reservation system showing fare options available to employee or other referenceable documentation.

6.11.3 Per Diem: Per Diem is authorized for the weekend when official travel spans the weekend. However, if a traveler takes 8 hours of PTO on both Friday and Monday before and after a weekend, per diem is not authorized for the weekend. This also applies to holidays or other non-workdays.

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6.11.4 Rental Vehicles: Burroughs travelers should refrain from using rental vehicles for personal travel. If traveling on company business, employee must rent a vehicle separately for the personal portion of the travel and personal expense.

6.11.5 Taxi and shuttle expenses during personal days are not reimbursable.

6.11.6 Lodging: Lodging is authorized for the weekend when official travel spans the weekend. However, if a traveler takes 8 hours of PTO on both Friday and Monday before and after a weekend, lodging is not authorized for the weekend. This also applies to holidays or other non-workdays. When lodging is used for combined business and personal travel, the traveler must use a personal credit card to pay for lodging for personal travel. The traveler may use the company rate for personal travel if the hotel offers such rate when the traveler is on personal travel.


6.11.7 Whenever trip plans are modified to include personal visits either by a change in the travel itinerary or by an extension in the travel schedule, the employee must clearly identify the personal portion of the trip, both to the employee's supervisor/manager and on the expense reimbursement submission.

6.11.8 Any difference in travel costs should be noted on the invoice / itinerary and attached to the expense submission summary sheet when submitted for approval and reimbursement. Hotel and meal costs must also be segregated so only that cost directly associated with accomplishment of the business purpose is indicated for reimbursement on the expense submission.

6.11.9 Expensing personal travel is considered a serious breach of employee responsibility.

6.12 Spousal Travel

6.12.1 As a general rule, spousal travel expenses are treated as taxable

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compensation to the employee and are subject to income and employment tax withholding. For example, the travel expenses connected with a vacation trip awarded to an employee for achieving a performance goal are taxable to the employee, as are travel expenses incurred for an employee's spouse to attend a social event.

- 6.12.2 An exception to the rule is that spousal travel expenses are not treated as taxable compensation when there is a "primary business purpose" for such travel. The spouse's travel is business related if the spouse's presence is necessary, rather than merely helpful to Company business.
- 6.12.3 Any spousal travel for business purposes must be pre-approved by the CEO or designee in order to be eligible for reimbursement.


6.13 Company Sponsored Charge Cards

- 6.13.1 Only employees who expect to travel frequently are to apply for Corporate Cards sponsored by the Company. Requests for applications are to be made through the employee's manager and the manager's approval is required prior to submission.
- 6.13.2 A Corporate Card will be issued, on a limited and controlled basis, based on the employee's personal credit history. The employee's personal credit history and personal payment history is used by the Corporate Card company in determining the amount of the charge limit allowed.
- 6.13.3 Corporate Cards are to be used for business purposes only. The Corporate Card is a charge card, not a credit card. Payments are due upon receipt of invoice. The Corporate Card can be suspended and/or cancelled at any time at the Company's discretion.
- 6.13.4 Card fees are paid by the Company. This does not include any Reward program. If an employee chooses to join or remain in the Rewards program, it is at their personal expense.

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- 6.13.5 All travel and related business expense are to be charged to these cards and should not be used for another employee or individual's travel arrangements.
- 6.13.6 Corporate card accounts are to be current at all times. Failure to pay all properly due amounts in a timely manner is considered a serious breach of employee responsibility and can result in disciplinary actions being taken against the employee up to and including dismissal. Failure to meet responsibilities will be addressed in HR policies with increasing levels of escalation to responsible managers.
- 6.13.7 Employees on a leave (military, medical, personal, etc.) will have their Corporate Cards suspended until they return to work. The employee's manager must approve any exceptions.
- 6.13.7.1 Cards will be reinstated upon Human Resources or management notification of the employee's return, if the account is in current status.
- 6.13.7.2 Being on a leave does not exempt the employee from paying any monies due.
- 6.13.8 Delinquency charges assessed on undisputed/unpaid charges are not reimbursable expenses and are the personal responsibility of the Cardholder.
- 6.13.9 Any misuse of the Corporate Card is prohibited.
- 6.13.10 Violations of the corporate travel policy could result in cancellation of the employee's Corporate Card and disciplinary action, up to and including termination of employment and holding of final paycheck pending resolution of open/delinquent charge card balances. Any misuse of the Corporate Card is prohibited.
- 6.13.11 Employees without a Corporate Card will need to use a personal credit


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card to book air travel, guarantee hotel rooms, car rental and for all other expenses.

6.14 Travel Cash Advances

- 6.14.1 Since Company sponsored Corporate Cards will be used for most business expenses, minimal travel advances to cover cash expenses (e.g. taxi, telephone, parking fees, etc.) may be provided.
- 6.14.2 The travel advance should reflect the anticipated cost of the trip. Over and above the transportation and hotel cost, which should be booked using Concur, the request should not exceed \$50.00 per day for domestic travel and \$100.00 per day for international travel. The minimum advance issued will be in the amount of \$100.00.
- 6.14.3 All travel cash advances require approval, at a minimum of two levels of management above the employee and the amount must be within the authority delegated to the approver.
- 6.14.4 Travel cash advances will not be approved for employees who's Corporate Card has been suspended or cancelled for non-payment.
- 6.14.5 Under normal circumstances, travel cash advances will be issued to the employee no more than five (5) business days prior to the business trip and no later than three (3) business days prior to the business trip, to ensure issuance before the start of travel.
- 6.14.6 Employees are required to submit expenses promptly upon completion of the business trip, so the travel advance can be applied. Any unused portion of the travel advance should be repaid to the Company immediately following the business trip.
- 6.14.7 Unused travel cash advances that have not been repaid will be automatically deducted from future travel expenses due the employee,

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unless the employee has made other arrangements with Travel Accounting for returning the funds to the Company.

6.14.8 If the travel advance has not been repaid within ninety (90) days from the date issued, the employee will be required to authorize the Company to withhold the funds from the employee's wages, including but not limited to salary, vacation pay or commissions earned.

6.14.9 Employees are required to settle any outstanding travel cash advance prior to requesting a new advance. Employees should work with Travel Accounting to clear any outstanding travel advances.


6.14.10 Management must ensure that when an employee is terminated, any outstanding cash advance is repaid prior to the employee leaving the Company. The employee will be expected to authorize the Company to deduct the amount of any unresolved employee balance from the terminating employee's final paycheck, vacation pay, income assistance or commissions earned.

6.15 Reimbursement of Business Travel Expenses

6.15.1 Expenses are to be submitted for approval and reimbursement promptly within ten (10) business days of completion of the business trip. Employees with an excessive number of unclosed travel reports or dollar value will not be allowed to make new travel arrangements without the approval of his or her manager's direct supervisor.

6.15.2 All employees should complete and submit business expenses online, utilizing the Company's electronic expense reporting system.


6.15.3 Summary level (non-itemized) receipts, as well as credit card statements in lieu of receipts, will not be acceptable documentation for expense reimbursement. If an original, itemized receipt is not available; the employee must document

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the reason for the summary receipt in the “Comments” section of the associated expensed item. The employee must also document the vendor name, details of items purchased, individuals who dined (if expense is for a meal), etc. If adequate space does not exist within the “Comments” section, a continuation of the justification/explanation may be attached to the expense submission.

- 6.15.4 The company reserves the right, in its sole discretion, to deny reimbursement in the event that expenses are submitted more than sixty (60) days after the date on which they were incurred.
- 6.15.5 The Company reserves the right, in its sole discretion, to deny reimbursement of upgraded class of service on air or rail, unauthorized use of a non-compact vehicle, etc. proper justification and approval.
- 6.15.6 When submitting an expense for overseas travel, U.S. employees should use the actual rate of exchange incurred on the business trip for cash exchange transactions (including service charges). For other transactions (i.e. charges to Corporate Card), employees should use rates as found on the Corporate Card vendor’s website, under Business Travel Resources or other currency exchange rate listing (e.g. Wall Street Journal).
- 6.15.7 Variances between the published rate of exchange and the actual rate charged on the employee’s Corporate Card billing should be reported on a subsequent expense submission as a miscellaneous item. Where the credit card exchange rate is different from what the travel and expense reporting tool sees, then the credit card should rule and the variance should be submitted on a subsequent expense submission.
- 6.15.8 Rate of exchange variances equal to 10% or greater will trigger an exception report that requires investigation by the employee’s supervisor/manager.
- 6.15.9 Approvals for expense submissions are to be, at a minimum, one level of

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management above the employee. All approvals must be within the approver's limits on the organization's chart of disbursement authority.

6.15.10 Expenses incurred by non-Company persons (employment applicants, consultants or other individuals authorized to travel at Company expense) are reimbursable as provided in this policy, if they are reasonable and directly related to and the necessary result of conducting business for the Company.

6.16 Other Reimbursable Expenses

- 6.16.1 Original supplier receipts are required on any expense which is \$25.00 or greater.
- 6.16.2 The use of buses, limousines or taxis should be governed by the circumstances involved.
- 6.16.3 Reimbursement will be made for reasonable tips given for service provided and are to be in line with the cost of the service received. Gratuities in excess of 15% of services rendered may not be reimbursed at the Company's discretion.
- 6.16.4 If authorization is granted for the use of the employee's private automobile or a rented car, tolls, parking and garage fees, but no repair bills, are reimbursable.
- 6.16.5 When the business trip is five (5) business days or more, reasonable laundry and dry cleaning will be reimbursed.
- 6.16.6 Employees will be reimbursed for the supplies needed to accomplish the purpose of the trip. When possible, the employee should obtain supplies from the Company before the start of the trip. No reimbursement will be made for supplies or equipment that the employee normally uses, or is expected to furnish, as part of the employee's trade or employment.


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- 6.16.7 An employee traveling on Company business may suffer damage to or loss of personal property that is beyond the employee's normal control. In these situations, any damage or loss not covered by the employee's personal insurance (e.g. personal auto or homeowner's insurance), or by an insurance carrier for a responsible third party, the damage or loss may be assumed by the Company, provide the employee has exercised reasonable precautions in preventing the loss or damage as outlined below.
- 6.16.7.1 The employee has documented the circumstances surrounding the loss or damage.
- 6.16.7.2 In the case of theft, a police report has been filed and attached.
- 6.16.7.3 The employee submits a detailed itemized listing of the goods, date of purchase, original cost and estimated present value. The estimated value is subject to review by the Company and reimbursement will be based on adjusted estimates of present value as determined by the Company.
- 6.16.8 If personal or other insurance coverage is available but for any reason is deemed not applicable or does not fully cover the estimated value, a copy of the forms required by the insurance carrier should also be attached along with a copy of the insurance company's full or partial denial of the claim.
- 6.16.9 When reviewing the employee's request, the immediate supervisor will confirm that the loss or damage has been incurred, that the loss or damage was beyond the normal control of the employee and that the claimed reimbursement is not recoverable from personal insurance or other sources.


6.17 Non-Reimbursable Expenses

Following is a list of items that are not reimbursable:

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- Unapproved business class or first class air tickets
 - Corporate Card or any other credit care delinquency fees assessed on undisputed/unpaid charges (These are the personal responsibility of the cardholder)
 - Fees incurred for request of paper (airline) tickets and related transaction fees
 - Fees charges for assigned seating or for subscriptions to select premier seating on air carriers
 - Personal charges (non-business related), including entertainment such as charges for in-flight or hotel room movies
 - Expenses incurred by accompanying family members
 - Optional travel insurance
 - Optional Global Positioning Systems (GPS) in rental cars
 - Optional satellite radio in rental cars
 - Optional surcharges for adding FF/FTP (frequent flyer/frequent travel program) points
 - Club memberships including but not limited to hotel, air, car rental programs
 - Personal credit cards
 - Employees using a personal credit card while on Company business will be reimbursed for business travel expenses in the normal manner. No obligation by the Company to the credit card company is recognized.
 - The Company will not pay for membership and/or annual renewal fee of credit cards belonging to the employee
 - No reimbursement will be made for miscellaneous reading material, shoe shines or items relating to personal hygiene, medicine, etc.
 - The cost of handling recreational equipment/clothing carried by an employee of personal enjoyment or activities
 - Any additional travel expense incurred for personal travel preceding, during or following the business portion of the trip must be paid by the employee
 - Generally, reimbursement will not be made for the

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equipment, rental/purchase, installation, monthly access account service charges, or servicing of cellular telephones and pagers.


- When approved by the appropriate management, cellular telephone expense reimbursement is limited to air time (transmission) charges and any applicable state and local taxes for business calls of reasonable duration.
- When pre-approved by management, employees may be fully reimbursed for the cost of cell phones or pagers when they are deemed necessary for completion of their job responsibilities.
- Expenses such as medical care, baby sitters, pet care, home maintenance, birthday/baby gifts, cards, etc.
- Gym /health club expense

6.18 Exceptions

Any exceptions under the Travel Expense Reimbursement Policy require the approval of the CFO and the CEO.

6.19 Violation of Policy

Any violation of this policy, including but not limited to falsification of expenses and fraud, is cause for disciplinary action up to and including immediate termination.

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7 Document Approvals

Original Signed by Tracy Neil
Chief Financial Officer

Revision History

Date	Revision No.	Change	Reference
10/02/2015	V1.01	Update policy to make it consistent with the Concur Travel & Expense reporting tool.	
10/26/2015	V1.02 - 1.04	Updates to travel and expense policy per work sessions to consolidate Burroughs and Pendum policies	
10/28/2015	V2.0	Submission for final approval	
11/9/2015	V2.0	Approved By: Tracy Neil, CFO	

Important Disclaimer

Burroughs, Inc. reserves the right to amend or terminate its policies in whole or in part, at any time and for any reason, without notice or consent to the extent permissible under applicable law. This policy is neither an employment contract nor an agreement guaranteeing employment for any specific period of time. Additionally, any employee may voluntarily leave the company, and the company may terminate employment at any time for any reason for no reason at all.