



CORPORATE TRAVEL POLICY

Policy Number: AC 17

Confidential

Department: Finance

Subject: Business Travel Guidelines & Reimbursement

Effective Date: March 1, 2017

Supersede: 206 Business Travel Reimb 090108

POLICY

Employees who incur approved business expenses may be reimbursed for reasonable out of pocket costs.

Employees who travel out of town on company business are reimbursed for their transportation, meals, lodging, and certain miscellaneous expenses while away from home. ECI makes available corporate credit cards for those employees who travel frequently in the performance of their duties. Use of the corporate credit card is strongly encouraged.

Transportation expenses for required business travel, other than commuting to and from work, are reimbursed. Employees are paid a flat mileage rate for use of their own vehicles, plus parking and tolls. Reasonable taxicab, subway, and bus fares are also reimbursed.

Advances

ECI does not provide travel advances.

Travel Requests/Trip Authorization

All requests for business travel, including air, hotel and ground transportation needs to be completed using Concur Travel, which is ECI's on-line booking tool.

The Passive Approval Policy is in place for all Domestic flights and will no longer require the two-step approval for flights under \$600 when all criteria is met. Unless the manager wants to reject the request, the manager will only need to review. If the manager approves the request, the request will default to the two-tier approval method.

All Domestic flights over \$600 will require the two-tier approval.

All International flights will require the two-tier approval.

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Booking Travel

All reservations for business travel services, including air, hotel, and ground transportation, must be booked through Concur Travel. Every effort should be made to ensure that the Company pays the lowest fares possible.

For complex travel (more than 2 stops, multi-segment, or multi-airline) contact TSI/USA for assistance.

Cancellations and/or changes must be submitted to TSI/USA.

Contacting TSI/USA:

Phone: 866-803-8017 toll free for US & Canada or 214-915-9258

Email: reservations@tsiusa.com

Air Transportation

All airfare must be booked through Concur/TSI at or around 21 days prior to travel, and a minimum of 7-14 days prior to travel. Failure to use Concur/TSI may result in the expenses not being reimbursed. For domestic reservations, the traveler must accept the lowest fare offered to them in Concur. Connecting rather than non-stop flights are encouraged (but not required) whenever possible if such flights result in a significantly lower fare. Coach class is required for all flights unless prior approval from the CEO is obtained.

Employees who qualify for airline frequent traveler status will retain all benefits that accrue to them. However, additional costs must not be incurred for the purpose of acquiring frequent-flyer benefits. Travelers may not book additional legs or miles to increase their points if this results in a higher fare, and frequent-flyer programs should not factor into deciding which airline to take.

Ground Transportation

Mileage Reimbursement – Travel

When it is convenient for employees to use their personal vehicles for company business, they are reimbursed for business travel at the approved per mile rate based on the GSA rate of reimbursement in effect on the date of travel. Visit www.gsa.gov to find the effective GSA rate. Only miles in excess of the employee's normal commute are reimbursable.

When using a private vehicle for company purposes, the employee assumes liability for the vehicle. All employees who use their personal vehicles for company business must have a current driver's license and vehicle liability insurance in the minimum amounts required by state law. Otherwise, the vehicle is not authorized for company use.

Travelers should use airport shuttles/taxi services if the mileage reimbursement and parking fees at the long-term parking facilities exceed the cost of such shuttles. Short-term parking should be avoided on trips over one day in duration.

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Travelers should use taxis when other cheaper forms of transportation are not available (i.e. Shuttles) or when the cost of using a taxi is less than the cost of using an alternate form of transportation.

Rental Cars

Compact cars should be sufficient for company travel except when three or more employees/business associates are traveling together.

Verify the age requirements of the rental car agency when making reservations for a rental car. Some agencies will not allow rentals for individuals under the age of 25. ECi purchases rental car insurance to cover any damages to the rental car and collision deductibles. You will not need and should not purchase the additional insurance coverage (referred to as LDW or CDW) provided by the rental car agency. Traveling in your own vehicle on company business requires that you have your own personal insurance.

All car rentals must be arranged through Concur. To minimize car rental expenses, gasoline tanks should be filled prior to returning the vehicle. If there is a fuel charge from the rental agency, the employee will be responsible for ½ of the fuel charge.

Employees are personally responsible for any fines, citations, and safekeeping of personal valuables and charges imposed as the result of improperly operating or parking the rental vehicle while on company business.

Regardless of whether a personal car or rental car is used for business, operating any car after consuming alcohol is prohibited.

Lodging

Hotel arrangements should be made through Concur. Hotel rates should be reasonably priced, and when possible a corporate rate should be requested. Room rates should not be in excess of \$175 unless the average local rate is greater than \$175.00.

ECi has negotiated rates with certain preferred hotels. These hotels should be used when available. If there is a hotel not listed in Concur, contact TSI/USA @ 214-915-9258 and the hotel can be added to Concur and TSI can make your hotel reservation for you. If you are attending training and/or conference with discounted rates, you will need to call the hotel directly to book your room.

If an employee chooses to stay with friends or family when traveling, rather than make a hotel reservation, a meal or gift to your host may be expensed up to a cost of \$50 (only once per trip or city).

Receipt Requirement

Regular Travel - Detailed receipts are required for ALL expenditures over \$10, including meals. Mileage is excluded.

Billable Travel - Detailed receipts are required for ALL expenditures, regardless of dollar amount, with the exception of mileage and Per Diem meals.

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Meals for Non-Billable Travel

Employees will be reimbursed up to 3 meals per day based on the actual expenditure. Expenses for breakfast, lunch, dinner and/or groceries must be entered separately within Concur, and receipts attached to each expense line. Detailed receipts are required for all meal expenditures in excess of \$10.00. The maximum meal expense is \$70 per day for 2017. Reasonable tips for meals are reimbursable (15% - 20%), and the tip amount must be recorded on the receipt for reimbursement.

ECi does not pay for alcoholic beverages or vending machine items.

If the daily meal totals of breakfast, lunch, dinner and groceries entered exceeds the \$70 per day limit, one of the meals must be reduced so the maximum amount is not exceeded, and the reduction noted in the expense report.

Meal replacement drinks are allowed in lieu of one meal

Customer Entertainment

Employees will be reimbursed for reasonable expenses of entertaining for Customers or potential customers. The employee should use his or her good judgment when entertaining business associates. The general limit on reimbursable entertainment expenses is:

\$35.00 per person for Lunch
\$65.00 per person for Dinner

When more than one ECi employee is present, the most senior member of management should pay for the event. If the employee attends a group meal paid for by another ECI employee and/or customer, the daily meal limit of \$70 will need to be reduced based on the type of meal provided.

Billable Travel – Used for expenses billed back to the customer.

Receipts are required for all Billable Type Expenses, regardless of the dollar amount, with the exception of mileage and meals. Per Diem Rates will apply for billable meals.

Travelers are required to look up the per diem rate associated with the city in which they are traveling, and include the correct Local Meal Rate when submitting for reimbursement. For travel to multiple locations expensed on one report, a separate line item must be entered for each city. Per diem reimbursement is appropriate each day associated with overnight travel in conjunction with the traveler's flight times on the outbound flights

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2017 PER DIEM					
	Full Day				
Effective 10/05/17	Per Diem Rate	Breakfast	Lunch	Dinner	
Region 1	\$ 51.00	\$ 11.00	\$ 12.00	\$ 23.00	
Region 2	\$ 54.00	\$ 12.00	\$ 13.00	\$ 24.00	
Region 3	\$ 59.00	\$ 13.00	\$ 15.00	\$ 26.00	
Region 4	\$ 64.00	\$ 15.00	\$ 16.00	\$ 28.00	
Region 5	\$ 69.00	\$ 16.00	\$ 17.00	\$ 31.00	
Region 6	\$ 74.00	\$ 17.00	\$ 18.00	\$ 34.00	
Region 7 Intl Meals	https://www.perdiem101.com/calculator-to-determine-rates				

- **First and Last Day Traveled**
 - Per Diem Breakfast will apply if the flight occurs before 10:30 am
 - Per Diem Lunch will apply if the flights are between 10:30 am – 3:00 pm
 - Per Diem Dinner will apply if the flight is departing after 3:00 pm
- **Billable Per Diem Expense types will be added to include:**
 - Per Diem Breakfast
 - Per Diem Lunch
 - Per Diem Dinner
 - Per Diem Full Day
- Per Diem must be reduced when an employee's meal is provided or attends a group meal paid for by another ECi employee or customer. If a meal is provided, the employee needs to select per diem breakfast, per diem lunch or per diem dinner for the meals not provided.
- There will be no per diem provided for groceries. The selection will be per diem by meal or per diem by day.
- \$25.00 per diem will apply for one-day trips without overnight stays within a 100-mile radius each way from an ECi location. Select the Billable Per Diem Full Day and adjust the expense amount to \$25.00.

Personal Travel

Any expenses associated with personal travel that are coincident with business travel should be separated from the business travel expense, and the personal portion will not be reimbursed.

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Laundry

Laundry, dry cleaning and valet are reimbursable items when reasonable and necessary, subject to the following circumstances:

- The trip is longer than four consecutive overnight stays.
- Extraordinary circumstances develop, such as lost luggage.

Items Not Reimbursable:

Spouse or Companion Travel
Spouse or Companion meals or entertainment
Mileage for Rental Cars
Movies (including hotel pay-per-view)
Haircuts
Newspapers
Annual credit card fees
Credit card late fees
Child care
Vending machine items
Airport Valet parking
Other Personal expenditures

Overtime During Travel

When working at a customer site, non-exempt employees will be paid in accordance with company policy. On billable trips, or any other Fixed Rate trip, any hours beyond those pre-purchased with the Implementation Agreement require advance approval from the employee's manager.

When a flight gets the traveler home after ECI's business hours and the following day is a workday, hourly employees should follow these guidelines:

- Home by 10:00 PM - in the following day by 8:00 AM as normal
- Home by 12:00 Midnight - in the following day by 10:00 AM, call supervisor's extension and leave voicemail stating this.
- Home by 2:00 AM - in the following day by 12:00 Noon, call supervisor's extension and leave voicemail stating this
- Home after 2:00 AM - not expected in that workday, call supervisor's extension and leave voicemail stating this

Documentation of Expenses

Employees must submit expenses through Concur to receive reimbursement. All expenses related to a trip should be on one submission. If you have an extenuating circumstance, this requirement may be waived. Expense reports must be completed by the employee, approved by the manager, and submitted within thirty (30) days of the incurred expense.

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Failure to submit required expense reports within sixty (60) days may result in no reimbursement to the employee.

The expense report must include the employee's name, the date the report was completed, the period of time covered by the report, and the business purpose of the expenditures. Expenses must be documented with receipts and/or other proof of expenditures attached to the report. Any employee with a corporate credit card is responsible for reconciling and paying his or her own corporate credit card account.

Reimbursement

Reimbursement of travel expenses is processed on a weekly basis. Expense reports submitted and approved by the user's manager by Wednesday, 5:00 pm CST will be processed that week. Expenses will be reimbursed via direct deposit by end of day Friday or Monday, depending on your bank.

Concur users must complete the personal bank details in Concur **before** submitting their first expense report.