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| PRISM HOTELS & RESORTS | Task force Travel Policy | All Task force assignments | Travel policy | |

**STANDARD OPERATING PROCEDURES**

***Effective Date:***
11/1/2010

**PURPOSE:**
To outline consistent procedures for Prism Task force travel.

**PROCEDURES:**
Prism has full time employees whose job duties are task force assignments that require a large amount of travel. It is expected that each of you make appropriate travel decisions for yourselves and for anyone you supervise, and to treat each and every dollar as if it were your own while remaining considerate to the financial impact of the properties you are working with. Due to this fact there are certain travel standards which are structured below:

1. **Airfare:**
**All travel is to be booked following travel guidelines on Prism's travel agent website at Travelfocus.com or by calling them at 214-915-9361.**
**Our travel policy defines "violations" as any airline ticket exceeding $500. Tickets at this amount or more need to be pre-approved prior to booking by your RVP.**
Simple ways to lower costs in airfare:
   - Book in advance
   - Search all airlines, not just the one you may 'prefer'…become members of all airline programs to earn miles for your flights.
   - If applicable, book refundable fares when the dates are in flux (avoid change fees, additional fare adjustments, etc.).
   - Consider connections if airfare is significantly cheaper without comprising schedule, efficiency, or productivity
   - Try to avoid making changes to your itinerary (this will save on change fees, service fees, and/or accumulating banked tickets)
   - Utilize round trip tickets…avoid one way tickets that may drive up the rate.

Although the TravelFocus agents are supposed to automatically look for any banked tickets in your name or that of another Prism traveler, please remind them to do so.

2. **Parking:**
Be frugal with all parking. If you can park offsite/off airport and use a shuttle service to eliminate or lower a parking cost, be sure to use this whenever possible on trips that require an overnight stay.

**3. Car Rentals:**

**Generally should be avoided wherever possible unless multiple stops and trips make it impractical to use a hotel shuttle, cab or staff pick-up.**

If you do need to rent a car, do not assume the reservations agent will provide you with the least expensive option for car rental- they will automatically check car availability based on your rental car company preferences. Be sure to explicitly request the least expensive quote for a car rental. Do not take the upgrades offered at the counter.

For "Preferred Membership"- please be sure that the car rental company is not upgrading features automatically (for an additional expense).

**4. Meals:**

Be frugal with meals and entertainment expenses while on company travel and when entertaining or dining out with hotel staff. When you are staying at a full service property the vast majority of your meals should be in house with the occasional meal off site for variety. At this point there is not a per diem…we hope to avoid one by allowing everyone to make responsible decisions.

**5. Hotel Stays:**

While you are traveling on company business and in company hotels use your discretion on even the simplest items:

- Discourage any upgrades or amenities from the hotel staff for your visit, these amenities should be used wisely with owners and VIP clients
- Use a "Do Not Disturb" on your own room so that the hotel staff does not spend any additional labor cleaning your room each day.

**6. TravelFocus fees:**

It may seem counterproductive to pay a fee for booking tickets and other travel, but we feel the fees and service are worth the cost for the structure and protection they provide. Whenever possible make all bookings through the service during normal hours to avoid any increased costs for emergency/late night service.

**7. Travel and Schedule:**

As a task force employee our typical work weeks are on 10 days and off 4. This means you should schedule flight times that get you to your destination as early as possible on Monday (no later than 2pm) and departing late afternoon on Wednesday (not prior to 2pm). This is to maximize your time on each assignment and provide its full value.

**8. Expense Reports:**

Expense reports must be processed in a timely manner in order for them to be paid quickly and hit the correct P&L statement/forecast period for a property. **It is necessary that all approved expense reports are turned in as quickly as possible, but no later than 30 days after the expense was incurred.** Failure to do so can result in a financial burden to the property, inappropriate funding to the hotel and un-reimbursed expenses.

I have received the Taskforce Travel Policy and agree to follow all guidelines.  I understand that any exceptions to this policy must be approved in advance by my supervisor.  I also understand that consistent or intentional failure to follow any of these guidelines may result in disciplinary action up to and including termination of employment.

__________________________________

Employee Signature

__________________________________

Date