

Travel Policy Guidelines



Misti Barham

Standard Motor Products, Inc.

STANDARD MOTOR PRODUCTS, INC.

TRAVEL POLICY GUIDELINES

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Overview

Standard Motor Products, Inc. (SMP) has a company initiative to establish and implement a corporate travel policy while utilizing a centralized online business travel program. This will allow the company to consolidate volumes for corporate discounts, reduce overall travel expenditures, and efficiently audit and manage internal billing, reporting and reimbursements.

It is the policy of SMP to reimburse employees for reasonable and necessary expenses incurred in connection with approved travel on behalf of the company.

Employees are expected to minimize travel expense by; utilizing the lowest reasonable travel options available, booking travel 21+ days in advance when possible (60 day maximum), consolidating group travel/transportation, and by following all travel and expense guidelines.

Managers/Executives are expected to review and approve travel and expenses to ensure corporate policies and budgets are met.

If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken. Additional policy requirements/changes may be forth coming.

Policy Highlights

Travel Agency & Travel Planners – All employees are required to use the corporate travel agency's online booking tool and/or mobile app for all business travel bookings, including: airfare, hotels, group travel, passports/visas and car rentals when required. Each SMP facility location will have a designated travel planner to communicate available travel services provided by the travel agency and assist with special travel circumstances.

Online Booking Tool, Mobile App & Travel Portal – An online booking tool is provided through our Travel Portal for employees to book their own travel arrangements. A Mobile App is also available to assist with travel and trip changes. Employees will have access to all corporate discounts and company preferred airlines/hotels/car rentals, while still earning personal miles/points through your own travel reward programs. It is required to book all travel (air, hotel and *car rentals) through the online booking tool to fully utilize these discounts and for reporting requirements. Agent assistance is also available when special arrangements are needed. (*Car rentals – more economic forms of transportation should be considered before reserving a car rental).

Travel Requests, Approvals & Form of Payment – All travel requests must be approved prior to being ticketed (to Departmental Managers for domestic travel, or to Executive VP's for international travel). All business related airfare and seat assignments will be paid by the company. Charges will be automatically billed to a corporate travel credit card and cannot be paid by any other form of payment. Therefore airfare should not be expensed by the traveler. Employees pay for their own hotel, transportation and other business related charges and then submit for reimbursement. All trip related and business expenses should be submitted monthly (weekly for Fuel Card/Company Car Users) through the corporate expense program, whether the employee is using their personal credit cards or cash, or a company issued credit card.

(A link to the Travel Request Form & Travel Portal can be found in the Resource section of this policy).

Policy Requirements for Reimbursement

Airfare

Group Travel – When multiple employees are attending the same event, it is recommended to coordinate arrivals and departures to consolidate and minimize transportation costs whenever possible.

- Travelers are required to book with TSIUSA through the online booking tool to obtain the lowest available nonrefundable airfare that reasonably meets their business travel needs.
- Coach class or economy tickets must be purchased for domestic flights. Purchase of full-fare economy tickets for purposes of upgrading to a higher class when cheaper tickets are available is not permitted.
- Seat changes are allowed and payable through the online tool but must be selected within the original booking class. This expense should be a reasonable amount and should not significantly increase the cost of the airfare.
- Business class tickets are not reimbursable unless pre-approved by Executive Management.
- All international travel must be booked through the Corporate Travel Manager and requires an Executive Manager's approval prior to ticketing.
- Business class tickets may be purchased at SMP's discretion for international flights with a flight time exceeding five consecutive hours excluding layovers.
- Passports and certain Visas are needed for all international travel. It is the employee's responsibility to obtain the required documentation and monitor expiration dates. First time passports must be processed in person. Passport renewals and Visa services are available through our travel agency. All expenses required for international business travel are reimbursable by the company with a manager's approval.
- If a trip is cancelled, take action as quickly as possible to avoid cancellation fees, no-show fees or a potential unused ticket. (Hotel reservations should be cancelled in accordance with the reservation requirements).
- If you have an unused ticket, it will be automatically applied to your next airfare booking. All unused tickets are tracked and reported through our company travel agency.
- If trip plans change, travelers are expected to use the most cost effective means to revise the trip.
- Blended Airfare (business and personal), Managers must be informed of the blended travel and reimbursement costs agreed to prior to booking the airfare.
- Exchanging tickets, downgrading/upgrading classes or making other arrangements with an SMP airline ticket for personal use is prohibited.
- Reward program benefits offered by airlines are the property of the employee and may be used by the employee for his or her own personal use.
- Luggage fees are reimbursable.

- **Expense Code: Airfare and Seats are booked and paid for through the corporate travel agency therefore should NOT be submitted on expense reports.** When entering luggage fees through the corporate expense program, select “LUGGAGE”. Use your DATE OF TRAVEL as the entry date.

Lodging

- Travelers should book from the SMP list of preferred hotels or utilize customer rates whenever possible. The current listing of SMP contracted hotels can be found in the online booking tool. A link to the listing is also provided in the Resource section of this policy and on the Travel Portal.
- Standard room types and single occupancy are recommended and authorized for reimbursement.
- Cancellations should be made in time to avoid cancellation or no-show fees. Each hotel has its own policy that should be followed. Employees should always ensure their hotel is cancelled along with any related airfare or other travel arrangements.
- Hotel receipts are required for reimbursement and must include hotel name/location, employee name, dates of arrival and departure, room type, room rate and form of payment.
- Credit card statements are NOT considered an authorized receipt. But can be used to submit foreign transaction fees and used as additional documentation to verify currency exchange amounts.
- Blended Lodging (business and personal), the personal portion of the cost of a hotel stay must be subtracted from the total hotel bill before the bill is submitted for reimbursement. The personal portion is defined as the difference between the actual bill and the cost that would have been incurred for only the business portion of travel.
- **Expense Code:** Select “HOTEL” when entering lodging expenses through the corporate expense program.

Transportation

Insurance – SMP’s car insurance policy includes collision damage waiver (CDW) and loss damage waiver (LDW) coverage. Employees should decline these additional coverages when renting a vehicle for business travel.

Drivers should also be aware of the extent of coverage (if any) provided by his or her personal vehicle insurance policy for travel that is business or not personal in nature.

Group Travel – When multiple employees are attending the same event, it is recommended to coordinate arrivals and departures to consolidate and minimize transportation costs whenever possible.

Personal Automobile Use

- Reimbursement for use of a personal automobile is based on the IRS mileage rate.
- Tolls are reimbursable but only the tolls that relate to the business trip can be expensed.
- Expense Code: Select “Personal Car Mileage – USA (or Canada)” when entering personal mileage through the corporate expense program. Select “MISC” when entering business tolls generated by using a personal vehicle.

Company Automobile Use

- Field Salesforce personnel with a company vehicle should submit expenses and mileage weekly unless on personal time off, then report can be submitted the following week.
- Personal toll fees are not reimbursable, however business related tolls are reimbursable.
- Expense Code: Select “Company Car Mileage – Business (or Personal)” when entering your mileage through the company expense program. Select “MISC” when entering business related tolls. Select “CAR REPAIR & MAINTENANCE” when entering other car services such as washes, tires, and maintenance.

Car Rental/Ground Transportation

- Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Example: using Uber, Lyft, a taxi or hotel shuttle may be more cost effective than renting a vehicle.
- Rentals should be booked through the travel agency and employees should refer to SMP’s list of preferred vendors for negotiated rates and special discounts. The current listing of SMP contracted car rental programs can be found in the online booking tool. A link to the listing is also provided in the Resource section of this policy and on the Travel Portal.
- SMP authorizes reimbursement for intermediate or standard size vehicles that are similar to the make, model and value of your company car (approximately \$25K to \$35K, same for those employees that do not have a company issued vehicle). You are not permitted to rent luxury vehicles. Some rental car companies will offer upgraded vehicles that are far beyond the value of your company car; do not take the upgraded vehicle even if it is the same daily cost as a standard rental. In certain circumstances larger vehicles may be rented, with supervisory approval. Drivers must adhere to the rental requirements, and restrictions must be followed.
- Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.
- Other incidental costs associated with a car rental that are not covered by the rental agreement may be reimbursed.
- Train, taxi, bus, subway, metro, ferry and other modes of transportation are also authorized for business travel.
- Parking fees and tolls associated with business travel are reimbursable as well.
- Evidence of payment are allowed for tolls (i.e. EZ Pass statements), otherwise original

receipts are required for all other transportation expenses.

- Blended Transportation (business and personal), the personal portion of the cost of a car rental must be subtracted from the total rental bill before the bill is submitted for reimbursement. The personal portion is defined as the difference between the actual bill and the cost that would have been incurred for only the business portion of travel.
- Expense Code: Select “CAR RENTAL” when entering car rental expenses including gas and tolls through the corporate expense program. Select “TRAIN/TAXI” when entering other modes of transportation and select “PARKING” for business related parking charges. (Field Salesforce personnel, refer to your Regional Sales Policy for expensing gasoline charges).

Meals & Entertainment

- SMP will reimburse travelers for their own individual meal expenses actually incurred, provided such expenses are reasonable and appropriate.
- Original, detailed receipts are required and must include the name and location of the establishment.
- Entertainment meals are defined as meals consumed by two or more employees and/or their business guests.
- The IRS requires that business meals and entertainment not be lavish or extravagant and must be directly related to or associated with the active conduct of SMP business.
- Original, detailed receipts are required and must include the name and location of the establishment, as well as the individual and company names of the business guests.
- SMP reserves the right to not reimburse travelers beyond reasonable limits.
- Expense Code: Select “Meals – Individual Employee (or Canada)” if the expense is for only the traveling employee. Select “Entertainment & Meals – Employee” if the expense is for two or more employees, or select “Entertainment & Meals – Non Employee” if the expense includes non-employee business guests.

Conference Registration Fees and Group Travel

- Conference attendance must be pre-approved by a manager or senior manager.
- If the conference registration fee was not prepaid, SMP will reimburse these fees, including business-related banquets or meals that are part of the conference registration.
- Registration fees paid directly by the traveler will not be reimbursed until the conference is completed.
- Entertainment activities such as golf outings and sightseeing tours will not be reimbursed, unless this is part of the event, or pre-approved.
- Receipts should include conference name, event dates, amount paid and form of payment for reimbursement.
- Group Event Travel, employees should check with their local travel planner for recommended group services provided by the travel agency.
- Expense Code: Select “Conferences and Meetings” when entering these charges through

the company expense program.

Telephone Calls

- Employees should use the most economic option when making calls while traveling for business. Many employees have a company issued cell phone and should use it for business calls when possible.
- The costs of personal telephone calls are the responsibility of the individual.
- If not on the company cell phone plan and submitting approved cell phone charges, receipts should be specific to your cell phone expense only and should not include internet and cable charges.
- When traveling internationally with a company cell phone, special rates and packages are available to reduce roaming charges. Travelers should contact the SMP Helpdesk to apply these discounts prior to travel departure. Your specific travel dates and location will be needed to identify the appropriate packages for your travel needs.
- Expense Code: Select “Telephone – Other” when entering business related phone calls that are not billed to a company cell phone account.

Business Expenses

- Expenses including faxes, photocopies, meeting materials, Internet charges that are needed for business travel can be reimbursed. Original itemized receipts are required.
- Expense Code: Select “ONLINE FEES” for faxes and internet charges, and select “OFFICE SUPPLIES” for photo copies and meeting materials.

Travel Advances

- Cash advances are authorized for specific situations that might cause undue financial hardship for the employee if required to travel; must be approved by employee’s manager or senior manager.
- Travel advances are requested through your local Accounting/Finance department and should be submitted in a reasonable amount of time prior to travel departure.
- Expenses associated with this travel should be reconciled within 30 days of the return date. The traveler must repay SMP for any advances in excess of the approved reimbursable expenses. Reimbursement for any remaining expenses is processed through the expense program or a local expense report form.

Non-Reimbursable Travel Expenses

The following items that may be associated with business travel will not be reimbursed by SMP:

- Airline club memberships, unless pre-approved.

- Purchased airline upgrades.
- Business or First class for domestic flights.
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning for trips less than one week.
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to the business travel.

Travel for Non-Employees

Additional costs for travel, lodging, meals or other travel expenses for spouses or other family members will not be reimbursed unless the individual has a bona fide company purpose for engaging in the travel or attending the event. Such travel should occur infrequently.

Expense Reporting and Credit Card Receipts

- Business travel expenses are reimbursable after your trip has occurred and with authorized receipts.
- Employees should be aware that the company is billed by the number of expense reports submitted. Therefore expense reports should be submitted monthly (weekly if you have a Fuel Card) but no longer than 60 days out, except in the case of; cash advance travel, extensive travel, or if you have a company vehicle.
- Expenses associated with cash advance travel must be reconciled within 30 days of the return date. Any unused cash amounts are payable back to SMP at the time of reconciliation.
- Extensive travel expenses can be submitted weekly when necessary.
- Field Salesforce personnel with a company vehicle should submit expenses and mileage weekly unless on personal time off, then report can be submitted the following week.
- Personal or company credit card statements are NOT considered authorized receipts. But can be used to submit foreign transaction fees and used as additional documentation to verify currency exchange amounts.
- Maximum reimbursement for a missing receipt is \$25.

Resources, Links, Case of Emergency

Travel Bookings, Profiles and Planners

- Travel Request Form – <https://portal.smpcorp.com/travel/default.aspx>
- Travel Agency –

TSI USA – Texas Headquarters

8111 LBJ Freeway, Suite 900

Dallas, Texas 75251

Phone: (214) 915-9133

7 am – 7 pm CST

<https://www.tsiusa.com/x/TSIUSA-AgentOnlineSupport.pdf>

- Travel Portal – Profile management, book travel, SMP Travel Policy, preferred hotel/car rentals, training dates, additional support links, and more
<http://portal.tripeasy.com/#/company> - Company Code: SMPCORP
- Mobil Apps – TripEasy Portal (Company Code & email required), TripCase, Concur Travel
[https://www.tsiusa.com/smp-4seasons/Tap The App - SMP Corp End User.pdf](https://www.tsiusa.com/smp-4seasons/Tap%20The%20App%20-%20SMP%20Corp%20End%20User.pdf)
[https://www.tsiusa.com/smp-4seasons/Tap The App - SMP Corp Planners.pdf](https://www.tsiusa.com/smp-4seasons/Tap%20The%20App%20-%20SMP%20Corp%20Planners.pdf)
<http://travel.tripcase.com/using-tripcase/>
- Corporate Travel Manager and Travel Planners –
Misti Barham: 972-316-8103, misti.barham@smpcorp.com
Check your local HR department for your designated planner or use the link below
[https://www.tsiusa.com/smp-4seasons/TravelPlanners TSI.pdf](https://www.tsiusa.com/smp-4seasons/TravelPlannersTSI.pdf)
- Preferred Hotels & Car Rental Companies – Can be found on the Travel Portal
[https://www.tsiusa.com/smp-4seasons/2018 SMP-HOTELS.pdf](https://www.tsiusa.com/smp-4seasons/2018_SMP-HOTELS.pdf)
SMP has corporate discounts with: National / Enterprise / Avis

Car Rental Insurance, Car Accident

- Corporate Car Insurance & Accident Information
<https://www.tsiusa.com/smp-4seasons/SMP-Car-and-Accident.pdf>

Expenses

- Expense Reports – Certify Link

<https://www.certify.com/Login.aspx>

- Expense Reporting Codes – Certify Expense Categories & Descriptions Links (US MX / Sales Canada)

<https://portal.smpcorp.com/travel/Shared%20Documents/Certify%20Categories%20US%20MX.pdf>

<https://portal.smpcorp.com/travel/Shared%20Documents/Certify%20Categories%20Sales%20Canada.pdf>

International Travel

- Ticketing – Coordinate with the Corporate Travel Manager
- International Cell Phone Discount Packages – Contact the SMP HelpDesk (x8202)
- Passports / Visas – CIBT information can be found on the Travel Portal

<https://cibtvisas.com/?login=tsiusa>

Medical Emergency

- Protection when you travel – For all employees except for part-time, temps, interns, etc.

https://smpbenefits.com/images/uploads/Secure_Travel_Customer_Brochure.pdf

<https://www.teladoc.com/mobile/>