



## Travel and Expense Policy

This policy applies to all employees of Teqnavi ("Our Company") as of December 2, 2015. It is a framework that covers how an employee can claim and be reimbursed for reasonable and authorized expenses that are incurred while doing business for Our Company. The objective is to ensure our policy supports our employees in performing at their best in the office and while traveling on business. This policy is also used to determine billable travel expenses to our clients ("Customer").

### Employee Responsibilities

Our Company expects an employee to:

- Behave honestly, responsibly and within the guidelines of this policy.
- Submit expenses as soon as possible with enough details for why the purchase was made.
- Keep all receipts

For an easy way to remember the elements needed to describe expenses, think "BOND":

- **B**usiness purpose of the meeting: State the reason for meeting or expense
- **O**rganization: Name the organization
- **N**ame: Name the person(s) and their affiliation
- **D**ate and location: Date and location of expense

### Fraud, bribery, corruption

Our Company has a zero tolerance approach to bribery - in compliance with relevant anti-bribery laws in all the regions in which we operate. Offering or accepting a bribe, or behaving corruptly, is not acceptable.

### Travel Related Expenses

#### 1. Air Transportation

- a. All bookings should be made in economy/standard class (Coach).
- b. Business class may be booked for international flights of more than five (5) hours actual airtime, including the domestic connecting flights.
- c. Any deviation from the applicable class of booking requires prior approval.
- d. Employees should make travel arrangements 7 or more days in advance of domestic travel and 14 or more days in advance of international travel, when possible.
- e. Travel itineraries are based on, and in order of: Non-stop routes, preferred carriers, lowest possible fare available at time of booking, and flights available two hours before and two hours after the requested flight time.
- f. Managing the employee's air miles accounts is the responsibility of the employee. Airline miles earned while traveling on business are retained by the employee.





- b. International per diem rates will be based on a Daily Maximum (Per Attendee, Per Day) set as \$150 per day when traveling in the following cities: Amsterdam, Berlin, Brussels, Davos, Dubai, Frankfurt, Geneva, London, Paris, Tokyo, Zurich. All other cities are \$100 per day.
  - c. In addition to meals these rates include incidental expenses such as laundry, dry cleaning and service tips (e.g., housekeeping or taxi tips).
  - d. Per diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly.
  - e. Per diem allowances for a meal may not be claimed if any of the following occurs:
    - i. a free meal is served on the plane
    - ii. included in a conference registration fee
    - iii. built in to the standard, single hotel room rate (typically breakfast)
    - iv. provided and paid for by the Customer
    - v. replaced by a legitimate business meal (see section 5 below)
    - vi. Employee will use fair and reasonable logic to adjust per diem rates based on any of the previous reasons.
  - f. Receipts are not required for per diem allowances.
  - g. Per diem allowances are reimbursed after the trip is completed.
5. Business Meals
- a. A business meal is defined as a meal consumed by an employee and other invited attendees when Customer or Our Company related business is discussed during the meal.
  - b. Guidelines:
    - i. Meeting should be intentional
    - ii. Deliberate with a clear, reasonable, specific business purpose
    - iii. Have a pre-established agenda
    - iv. Meal expense must be ordinary and necessary
      - 1. An ordinary expense is an expense that is common and accepted in the course of business
      - 2. A necessary expense is one that is appropriate for the business
    - v. Meeting should only be conducted over meal time if the invited attendee's schedules provide no other alternative and not for the primary purpose of consuming a meal
  - c. Who pays When more than one employee is present at a business meal, the employee with the highest ranking job level should pay the bill.
  - d. Non-Business Meals for non-business guests are considered personal expenses.
  - e. Alcoholic drinks will only be reimbursed if consumed with a meal.
6. Miscellaneous Reimbursable Expenses
- a. Laundry and dry cleaning when travel is longer than four consecutive nights
  - b. Fees incurred to access the health club or fitness center of a hotel or nearby fitness center
  - c. Internet connectivity in hotel, airplanes, and other public places.



- d. ATM fees when withdrawing money on your personal card for Our Company-related business expenses
  - e. Overweight and/or over-limit (up to two) baggage is allowed if the overage is due to Our Company or Client equipment required for business
  - f. Voice over Internet Protocol (VoIP) related expenses, i.e. Skype minutes.
  - g. Parking
  - h. Printing services of any Customer deliverable document
  - i. Postage for Customer business purposes
7. Non-Reimbursable Expenses
- a. Credit, debit and charge card fees (including interest, annual costs)
  - b. Mini-bar contents
  - c. Movies/videos, newspapers
  - d. Parking fines
  - e. The loss/theft of goods
  - f. Childcare or petcare
  - g. Any personal elements
  - h. Damage to personal vehicles
  - i. Generally used over-the-counter prevention, treatment or healthcare products, i.e. indigestion relief, sunscreen, or cold medicine, will be considered non-reimbursable
  - j. Clothes
  - k. Tourist attractions
  - l. Lost luggage and contents. Employees should work directly with the airline and credit card insurance carrier to recover damages.
  - m. Fees or dues for airline VIP clubs and hotel loyalty or frequent-stayer programs
  - n. Air travel insurance
  - o. Costs for personal guests
  - p. Personal gifts to clients, vendors or participants.
  - q. Any expense paid by Customer
  - r. This list is not all-inclusive and there may be additional or similar non-reimbursable expenses which are not listed.

## Reimbursements

Air Transportation, Ground Transportation and Lodging will be paid for by Our Company or Customer whenever possible. There may be out of pocket expenses that require reimbursement. Requests for reimbursements of travel-related expenses are submitted on a Travel Reimbursement form. This form must be accompanied by supporting documentation (receipts).

Advances for per diem may be obtained and should be reflected in the reimbursement request as an adjustment to actual per diem amounts determined once the travel is completed.



The request form and supporting documentation must be submitted to the business office within two weeks after the trip is completed. Out of pocket expenses listed on forms not submitted within this time frame will not be reimbursed.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required.



## Travel Reimbursement Request

Name	
Dates of Travel	
Customer	
Destination	
Trip Purpose	
Notes	

Details of Expenses: Attach original receipts, copies are NOT acceptable.

Date	Receipt Vendor	Description	Amount

I certify that all expenses incurred are related to Our Company business and comply with Our Company Travel and Expense Policy and that I personally paid for them.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

