

# Leadership Strategies, Inc.

## Travel Policy

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## **A. Statement of Purpose**

This document establishes policies governing travel procedures and the reimbursement of travel expenses incurred during company business. The following policy and guidelines are intended to support maximum cost control for Leadership Strategies, Inc. and our clients, while maintaining a high level of quality in services and accommodations for our travelers.

This expense policy applies to all employees and contractors of Leadership Strategies, Inc. when they travel for business purposes or incur business-related expenses.

\*\*This document will use the word “Associates” to refer to both employees and contractors

When you incur or submit expenses we expect you to:

- Behave honestly, responsibly, and within the guidelines of this policy
- Submit expenses within 5 days of incurring them, or within 5 days of completion of the engagement billing period.
- Submit all your receipts

We take this policy seriously and request you to do the same. Accordingly, adherence to the travel policy is required as part of conducting business on behalf of Leadership Strategies, Inc.

If you are traveling in a way that is not covered by this policy or have questions that are not answered here, talk to your manager, or if you are a contractor to the VP of Sales. If you were provided additional guidance, when you submit your expenses include a note with an explanation/documentation.

The policy includes information about how and when you should travel by car, air, train and taxi. It includes details about our commitment to sustainable travel options as well as the importance of choosing the lowest-priced logical method of transport available at the time. All travel should be booked in standard/economy class, except for long flights as explained in the section on AIRFARE. (You are welcome to use your own frequent flyer plans, as long as this does not prevent you from booking the lowest-priced logical choice available.

Personal travel may be made in conjunction with business travel. All personal travel expenses must be paid by the traveler. If there is a difference in cost due to personal travel, the traveler is responsible for the difference. The cost of the business travel should be documented with screen shots or PDF's of fare/hotel searches that show the cost of the business portion alone. Additionally, non-business companions may accompany an employee who is traveling on company business during added personal travel. Any additional expense incurred due to the added traveler(s) is the responsibility of the traveler(s) and will not be reimbursed by LSI.

## B. Receipts

We prefer to have receipts for all expenses. However, for any expense over \$25, and any room service expense, a receipt is required. The receipt should be a detailed itemized receipt. For meals specifically, a credit charge slip or a hotel bill is not adequate.

## C. Tips

Tips up to 20% are reimbursable. Associates should write in cash tips on the corresponding receipts if applicable. Individual tips for which there is not a corresponding receipt must be itemized in a separate list (e.g., baggage \$3, bellman \$2). Submitting a lump sum amount for all cash tips is not reimbursable.

## D. Airfare

Airfare reservations to accomplish business objectives should be made at least 14 days in advance of the travel date as is reasonable and in the most economical manner. You are expected to travel coach class unless the client has agreed to a different travel class. Our standard policy is that one-way flights of 8 hours or longer require the client to pay for business class travel. However, client travel policies vary, so you are responsible for checking with the business development manager before expecting the client to pay for anything other than coach travel. You may use your own frequent traveler miles or personal \$ to upgrade.

**You must provide receipt/itinerary that includes name, dates of travel, to/from cities and amount for reimbursement**

Reimbursable

- First checked bag
- Cash tips allowed for baggage handling at \$2 for the first bag and \$1 for each additional bag

NOT Reimbursable

- Seat up-grades without prior approval
- Second checked bag unless trip is more than 7 days
- Overweight baggage fees
- In-flight entertainment
- Wi-fi, unless the client has requested work product from you while you are in route
- Alcohol, unless the client typically wants you to participate with them in drinks or you have prior authorization to entertain the client

## E. Lodging

LSI will pay room costs supported by the hotel bill for each day that lodging away from home is required for business reasons. Prudent judgment should be used when selecting a hotel or motel. If the client has designated the hotel to use, please note that with your expenses.

### Reimbursable

- A single room with a private bath in a moderately priced business class hotel or motel is the organization's standard.
- Cash tips allowed for baggage handling at \$2 for the first bag and \$1 for each additional bag.
- Parking - however, valet parking is not covered unless it's the only option for parking at the hotel.
- \*Room service - detailed meal receipts must be provided, even if under \$25 to ensure our clients that no alcohol or other un-reimbursable expenses were incurred.

*\*See Meals for more guidelines*

### Not Reimbursable

- Wi-fi (unless specifically identified by the client as an item they will reimburse)
- Spa/gym services
- In-room movies
- Mini-bar
- Business office fees without prior approval (i.e. fax, computer time, copies, shipping) or at the request of the client

## F. Vehicle Expense

It is expected that reservations will be made for a compact vehicle (unless a different level is specifically identified by the client), depending on the type of travel. Occasionally a mid-size vehicle or full-size car is acceptable when two or more associates are traveling together and sharing the rental car, or when it is necessary to have a larger vehicle for transport clients or equipment.

### Rental Car Reimbursable

- Fuel
- Tolls

### Rental Car NOT Reimbursable

- Additional Insurances
- GPS, unless required under special circumstances
- Mileage (rental car only)

## Personal Car Reimbursable

- Mileage
- Tolls
- Parking fees

**You may use a taxi service (e.g., Uber, Lyft) if it is less expensive than renting a car.**

You may use your personal car for business purposes:

- If it is less expensive than renting a car, taking a taxi or alternate transportation
- If it is more timely than taking public transportation

If driving your personal car is less expensive than renting, you will be reimbursed for the mileage according to the IRS rules for the miles driven beyond your normal commute. *\*See Mileage for more guidelines\**

*In the event a LSI employee/contractor uses his/her personal automobile on company business and is involved in an accident, the employee's own personal automobile liability insurance will be called upon to provide primary insurance coverage. It is the personal responsibility of vehicle owners to ensure that their auto insurance is in compliance with state laws and will be covered when they are driving for business.*

## G. Cancellations

Airline, hotel and transportation reservation cancellations should be accomplished as soon as possible if there has been a change in travel plans. Travelers are responsible for canceling airline, hotel and rental car reservations etc. . Any fees associated with the failure to cancel in a timely manner will be the responsibility of the traveler. If cancelling for personal purposes, any airline penalty fees, travel agency fees and other any other costs incurred due to the change are the responsibility of the traveler as guided by their manager, or if you are a contractor the VP of Sales

\*Client related cancelations which result in fees will be handled according to the terms of SOW\*

## H. Mileage

Associates who utilize personal vehicles for business purposes are required to have a valid driver's license and at least the minimum insurance coverage required by law. Reimbursement for the operating expenses of the car will be calculated by multiplying the number of miles traveled by the currently approved Standard Mileage Rate published by the IRS. Other expenses must be substantiated by receipts. The costs of commuting (travel between home and the office or a local client site) will not be reimbursed.

Mileage for trips to the airport for out-of-town business-related activity or for a business-related activity more than 75 miles from the worksite or the employee's home will be reimbursed as follows:

- If associate departs from their work site, the total miles will be reimbursed.
- If associate departs from or return to their home instead of their work site, only the miles in excess of the normal daily commute can be claimed as an expense.

NOT Reimbursable

- Fuel
- Maintenance to vehicle
- Parking Fines
- Moving violation tickets

## **I. Airport Parking**

Off-site airport parking is recommended to avoid the higher costs of on-site airport parking. Please use good judgment when choosing where to park.

## **J. Airport Shuttle**

Please use your best judgment when taking airport shuttle to the airport as they are sometimes more expensive than parking fees. Upon arrival at your destination, evaluate the most cost-effective transportation (e.g. taxi, shuttle, public transportation, and/or rental car).

## **K. Meals and Entertainment**

When traveling out of town on company business the cost of meals should be reasonable to the city where you are conducting business.

- Alcoholic beverages are NOT reimbursable, except under special circumstances described above or unless approved in advance – mark through and reduce on receipt
- Tips/Gratuities are reimbursable up to 20% max
- Detailed receipts are required on all meals over \$25 including Room Service. Credit card receipts and hotels bills are not an acceptable form of a “detailed” receipt.
- Daily meals should not exceed \$55 per day as a guideline or “reasonable to the city”. Again, this is also subject to the client's guidelines.

Local meal expenses are not reimbursable unless entertaining clients with the approval of your manager, or if you are a contractor then the VP of Sales.

## L. Other Travel Related Expense

The following travel-related expenses are **acceptable**, and our associates **will be reimbursed** for these expenses:

- Parking
- Tolls
- Foreign-currency charges
- Visas with approval
- Session supplies for up to \$25 per session with receipts required or an amount appropriate to the specific nature of the session and supported by receipts.

The following travel-related expenses are **not acceptable**. **Do not put these on your expenses claim:**

- Alcohol, except under special circumstances described above or unless approved in advance
- Laundry service/dry-cleaning (unless you have stayed for business for more than 7 days)
- Mini-bar contents
- Movies/videos
- Parking fines
- The loss/theft of goods
- Childcare
- Petcare
- Any personal elements of your business trip
- Personal car maintenance or damage to personal vehicles while on business
- Spa treatments and health/fitness clubs
- Toiletries

## M. Reimbursement Requirements

Travelers are responsible for submitting expenses that comply with this policy while managers are responsible for validating expenses in accordance with this policy and then approving expenses.

The Accounts Payable department is responsible for ensuring that any expense reimbursed by LSI, is in compliance with this travel policy.

In some cases, there may be unusual situations not covered by this travel policy. Any situation not covered by this policy shall require approval by your manager, or if you are a contractor then the VP of Sales.

## N. Submitting Time and Expenses for Employees

LSI requires that employees submit expenses to Accounts Payable in a reasonable period of time but no later than 21 days after the expenses are incurred. The traveler's Expense Report must include the business purpose, amount spent, date and location. LSI will reimburse employees for authorized approved business travel expenses which are received by Accounts Payable within 21 days of the expense date. Any business travel expense over 21 days old may be reimbursed by LSI with a Director's authorization. Employees submitting expenses that are not in compliance with this Policy risk delayed, partial, or forfeited reimbursement. Cases of significant abuse may result in disciplinary action, including employee termination.

## O. Submitting Time and Expenses for Contractors

- Time and expenses must be submitted 5 business days after engagement is delivered and no later than the 5<sup>th</sup> of the following month.
- Scan receipts (CamScanner is an app that many have found useful and it consolidates receipts into one PDF document) or take pictures and upload to FAF.com. Unfortunately, the system will not allow you to enter expenses separately. All receipts MUST BE UPLOADED AT THE SAME TIME.
- Travel time is roundtrip published airfare plus 4 hours. (Verify with the BDM that travel time is allowed)
- If, to save the client money, a facilitator chooses to drive instead of fly, the travel time for courses is still reimbursed at the same rate as it normally would be (for example, round trip air time plus 4 hours). Same applies if you take the train or other non-flying form of transportation.
- Mileage is not reimbursed when client site is less than 75 miles one way unless it is specifically included in the SOW (this is considered local)

## P. Post-Engagement

The day after the engagement, you'll receive an automatic email reminder to submit your hours and expenses to Leadership Strategies.

Once your engagement is complete, follow the instructions in the *"How to Enter Engagement Info"* manual to submit your hours and expenses, as summarized below:

1. Go to the Find A Facilitator website: <http://www.FindaFacilitator.com>
2. Click "Login". In the drop-down menu, click "Facilitator Login"
3. Login with your Email Address and Password
4. You'll arrive at your dashboard. In the bottom right, click "Submit an Engagement Report"
5. Complete the form. Remember to attach your scanned receipts! Then click "Submit".
6. An email confirmation will be sent to you immediately. See the *"How to Enter Engagement Info"* manual for an explanation of timing for receiving reimbursement.

