

## **TRAVEL, EXPENSE REIMBURSEMENT AND ENTERTAINMENT POLICY**

### **GENERAL**

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This Travel, Expense Reimbursement and Entertainment Policy ("Policy") provides guidelines and establishes procedures for employees incurring business travel and entertainment expenses including (Air, Car, Hotel and Meals). The Employee is responsible for complying with the travel policy.

Collabera ("Company") at its discretion may impose greater control than required by this policy but never less. Business travel or expenses incurred while on Client assignments may be subject to additional measures as required by the client. If so, these will be communicated to the traveler/spender when the client guidelines may supercede Collabera requirements.

The Company assumes no obligation to reimburse employees for expenses that are not in compliance with this policy. When incurring business expenses, Collabera expects personnel to:

- Exercise discretion and good business judgment
- Be cost conscious and spend the Company/Client's money as carefully and judiciously
- Report all expenses (both incurred through Collabera Credit Card or the Employee directly), supported by documentation (receipts, approvals etc), as they were actually spent and submit them within required time frame.

In determining the reasonableness and necessity of travel expenses, personnel and the person authorizing the travel shall consider the ways in which Collabera and its Client will benefit from the travel and weigh those benefits against the anticipated costs of the travel. All efforts must be made to travel by the least expensive mode of transportation.

### **REPORTING EXPENSES**

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Employee must send all Expense Reimbursement Requests and receipts to the **Expenses Department within five (5) days** after obtaining a receipt to Collabera's Expenses Department with a copy to Collabera's Travel Department.

**Collabera Expenses Department**  
**expenses@collabera.com with a cc to travel@collabera.com**  
**Fax: 973 750 3615**

### **ENFORCEMENT**

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Employees who do not comply with this travel policy or provide incorrect/incomplete expense reports may be subject to:

- Delay or withholding of reimbursement
- Disciplinary action

### **CONTACT INFORMATION**

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General Questions, Concerns,

Collabera Travel Department

Suggestions about the Travel Policy

Email: [travel@collabera.com](mailto:travel@collabera.com) with a cc to their Collabera manager  
Phone: 973-774-7828

Emergency Travel Assistance /  
En Route Reservation Changes  
(M-F, 8:30 AM – 8:30 PM)

Collabera Travel Department  
Email: [travel@collabera.com](mailto:travel@collabera.com)  
Phone: 973-774-7828

Emergency Travel Assistance /  
En Route Reservation Changes  
(24 Hour Help Desk)

Axiom Emergency Help Desk  
Toll Free: (800) 327-2737

## TRAVEL GUIDELINES

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**Travel reservations will be made by Collabera travel team following applicable client guidelines. The traveler is responsible for completing a personal profile/travel related forms to facilitate the travel booking in a timely manner. Certain clients require travel booking to be made via specified agencies. Coordinate with Collabera's travel desk to ensure that the travel booking is made according to client specified guidelines.**

**Employee must pay their own travel expenses in accordance with this Policy. Any expenses or requests for reimbursement that do not meet the requirements of this Policy will not be reimbursed to Employee.**

**Only upon Collabera's prior written approval, may Employee's travel expenses be paid directly to third party vendors by Collabera. Employee is nevertheless responsible for complying with the requirements of this Policy. Employees that fail to comply with the Policy will be subject to discipline up to and including termination, and will be responsible for re-paying to Company any unauthorized expenses.**

Employee agrees to notify Collabera's Travel Team immediately for all travel needs required by the Client as soon as employee is aware. Travelers should make reservations as early as possible to take advantage of advance purchase discounts. Client written pre-approval will need to be provided to Collabera ([travel@collabera.com](mailto:travel@collabera.com) with a cc to [staffadmin@collabera.com](mailto:staffadmin@collabera.com)) prior to travel arrangements being made for any client related travel.

### Air Travel

- All air travel must be in coach class unless otherwise pre-approved and paid for by Client. Upgrades at the expense of the company are NOT permitted. Upgrades are allowed at the traveler's personal expense. Upgrades must NOT be charged on the corporate charge/corporate credit card.
- Employees will be reimbursed for excess baggage charges when traveling with heavy or bulky materials or equipment necessary for business OR the excess baggage consists of company records or property
- The ultimate responsibility for retrieving and compensating lost baggage lies with the airlines. The company will not reimburse travelers for personal items lost while traveling on business.

- Airlines occasionally offer free tickets or cash allowances to compensate travelers for delays and inconveniences due to overbooking, flight cancellations, changes of equipment, etc. Travelers must NOT volunteer for denied boarding compensation when on company business unless it does not interfere with normal work hours/meetings and does not cost Collabera additionally to book replacement flights.
- Should an airline delay and/or necessitate an overnight stay, the traveler must first attempt to secure complimentary lodging from the airline. If unsuccessful, the traveler should contact Collabera Travel Team for assistance.
- Travelers must **NOT** include unused tickets with their expense reports unless Client requested cancellation of non-refundable flight arrangements. If the cancellation was not approved by the Client, then the traveller must bear the cancellation/exchange fees and not include these in the expense report.

## Hotel

- Hotel reservations must be made via Collabera Travel Desk and must NOT be made directly through the hotel.
- Travelers may not charge Collabera's credit card for any hotel related expenses unless with prior written approval from Collabera. Such pre-approval must be forwarded to [travel@collabera.com](mailto:travel@collabera.com) and [staffadmin@collabera.com](mailto:staffadmin@collabera.com). Further, such pre-approved usage of the Collabera credit card will be limited to room charges and may not include meals and other personal expenses.
- Travelers are required to use properties where there are company-negotiated rates. If a company-negotiated or special hotel rate is not available, travelers must select the least expensive property within a 2 or 3 star hotel categories.
- Travelers are entitled to stay in a single room with a private bath. Travelers may accept room upgrades to suites or executive floor rooms if the upgrade is at no additional cost to the company.
- Travelers involved in ongoing projects or being required to stay for extended periods: weeks or months, must contact Travel to inquire and book at weekly or monthly rates.
- Travelers are responsible for canceling hotel rooms and must do so via the Collabera Travel Desk.
- Travelers will be held responsible and will not be reimbursed for "no-show" charges. If the "no-show" charges are booked on the Collabera credit card then the traveller must include these charges in the expense report for client approvals in order to reimburse Collabera
- Travelers should request and record the cancellation number in case of billing disputes.
- Travelers should note that cancellation deadlines are based on the local time of the property. Cancellations for certain hotels may require 24 hours or more notice with reference to check in time.
- Many hotels have frequent guest programs that reward travelers with free accommodations in exchange for a given number of paid room nights at the hotel. Awards from such programs may be retained by travelers for personal use. However, participation in these programs must not influence hotel selection which would result in incremental cost beyond the company's specially-negotiated rate. Any membership fees associated with joining these programs are not reimbursable.
- **Within five (5) days after check-out, Employee must submit a copy of the full, detailed receipt from the hotel. Send a copy of the receipt to:**

**Email: [travel@collabera.com](mailto:travel@collabera.com) and [expenses@collabera.com](mailto:expenses@collabera.com)  
Fax: (Expenses Dept.) 973 750 3615**

## Car Rental

- Rental car reservations must be made through Collabera Travel Desk. Rental car reservations must NOT be made directly through the rental car company. The company has negotiated rates with Avis/Budget, Dollar/Thrifty and Hertz, our primary preferred car rental companies. Employees must use the primary first unless applicable client guidelines require otherwise and if that is not available then the lowest rental car company available when traveling on company business.
- Travelers should rent a car TO/AT their destination when it is more cost-effective than airline, rail travel or use of personal car OR the distance to the destination is less than 150 miles
- Travelers may rent a car AT their destination when it is less expensive than other transportation modes such as taxis, corporate limousines and airport shuttles.
- **Company has made provisions for insuring rental cars against damage. Therefore, Employee must decline all insurance coverage offered by the rental car agency. Prior to accepting the rental vehicle, Employee must inspect the vehicle and note any damage on the contract.**
- **Employee shall not request a GPS from the Car Rental Agency unless specifically pre-approved by Company's client.**
- Travelers may book a class of service one-level higher when the traveler can be upgraded at no extra cost **or** for pre-approved medical reasons (i.e., drivers with disabilities)
- Travelers are responsible for canceling rental car reservations and must: .
- Avoid making cancellations directly with the provider, if this is not possible due to any reason, then contacting Collabera Travel is advisable.
- Travelers should request and record the cancellation number in case of billing disputes. These should be provided to the Finance department.
- Returning Rental Cars: Every effort must be made to return the rental car to the original rental city unless approved for a one-way rental, intact (i.e., no bumps, scratches or mechanical failures), on time and with a full tank of gas.
- Should a rental car accident occur, travelers should immediately contact the rental car company, local authorities, as required and within 24 hours, you should also notify Collabera HR Department, Mike Chirico, 973-889-5261.
- **Within five (5) days after check-out or surrendering the car, Employee must submit a copy of the full, detailed receipt from the car rental agency. Send a copy of the receipt to:**

**Email: [travel@collabera.com](mailto:travel@collabera.com) and [expenses@collabera.com](mailto:expenses@collabera.com)  
Fax: (Expenses Dept.) 973 750 3615**

## Use of Personal Vehicle

- Employees may use their 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
  - when transporting company goods for delivery

- Use of personal vehicles for business is allowed, however, it is the personal responsibility of the vehicle owner to carry adequate insurance coverage for their protection and for the protection of any passengers. Personal auto insurance will be used as primary in case of any accident or event that causes damage to car or driver.
- Travelers will be reimbursed for business usage of personal cars on a fixed scale per mile, at the prevailing IRS rate. Travel incurred between an employee's home and work location are considered to be commuting expense and will not be reimbursed, but travel expenses incurred between an employees home and a temporary work location in excess of the normal commute may be reimbursed for the difference. If an employee normally works from home the "normal commute distance" to enter would be 15 miles one way, 30 miles round trip.
- Gasoline and oil for a personal vehicle are not reimbursable.
- Tolls will be reimbursed.
- Employees will not be reimbursed for any repairs to their personal car even if these costs result from business travel.
- To be reimbursed for use of their personal car for business, travelers must provide on their expense report the purpose of the trip, date and location, tolls, parking and mileage log.

## **Ground Transportation To and From Terminals**

- The most economical mode of transportation should be used to and from airports, bus and rail terminals when the employee is not accompanying a customer. The following modes of transportation should be considered-buses, subways, taxis, hotel and shared airport shuttle services or personal car.
- Private limousines or car services should be used only when valid business reasons preclude the use of more economical modes of transportation. This will require written pre-approval from Collabera manager and such pre-approval should be forwarded to [travel@collabera.com](mailto:travel@collabera.com) and [staffadmin@collabera.com](mailto:staffadmin@collabera.com).

## **Meals and Entertainment**

- An original receipt must be submitted with the expense report for all meal and entertainment expenses. In addition, for business meal and entertainment expenses, the following documentation is required by the IRS and must be recorded on the expense report:
  - names of individuals present, their titles and company affiliation
  - name and location of where the meal or event took place
  - exact amount and date of the expense
  - reason for the entertainment, the benefit expected to be derived.
  - Tips included on meal receipts will be reimbursed. Tips should be no more than 10% of the bill, or 18% when imposed by the restaurant for group dining.
  - Personal meals are defined as meal expenses incurred by the traveler when dining alone on an out-of-town business trip. Travelers will be reimbursed for personal meal expenses according to actual documented (i.e. with proper and original receipts) and reasonable cost limited to \$39 per day per person. If the travel is for client approved reasons, the client meal limits will apply.

**NON-REIMBURSEABLE EXPENSES-** Below is a representative listing which is not all inclusive

- \* Business/Client entertainment that reflects poorly on Collabera or Client's reputation for integrity and business ethics will not be reimbursed

"no show" charges for hotel or car service	helicopter services for airport transfers/Private Aircraft Use	personal telephone calls
airline/car rental club/frequent traveler membership dues	in-flight telephone charges	pet care
alcoholic beverages	laundry/valet services	postage costs, postcards
annual fees for personal charge or credit cards	loss/theft of cash advance money or company-paid airline tickets	professional memberships not required for job
Personal services like baby sitters, barbers, hairdressers, pet care, shoe shine	loss/theft of personal funds or property	rental car upgrades
Donations / Charitable Contributions	lost baggage	repairs due to accidents
car washes	luggage, briefcases and laptop bags	routine maintenance/tune-ups
clothing	movies (including in-flight and hotel in-house movies)	Home entertainment (any Client meeting/meal/event held at home)
corporate charge/corporate credit card delinquency fees/finance charges	non-compulsory insurance coverage (annual fee)	snacks or other meals outside of breakfast, lunch or dinner
country club dues, Golf/tennis/athletic fees/health clubs/ spas	optional travel or baggage insurance	souvenirs/personal gifts
expenses for travel companions/family members	parking or traffic tickets/fines	tobacco products, toiletries, such as toothpaste, toothbrush, etc.
expenses related to vacation or personal days while on a business trip	personal accident insurance	Hotel property or car rental penalties for smoking
gum, candy or cigarettes	personal entertainment, including sports events or in room movies	Home maintenance expenses incurred during the traveler's absence
health club facilities, saunas, massages	personal property insurance	transportation to/from office.

**EXPENSE REPORTING**

**Timing for Expense Report Completion and Submission**

To qualify for reimbursement or payment, the expense reimbursement request with required supporting documentation should be submitted to [expenses@collabera.com](mailto:expenses@collabera.com) within **5 business days** of incurring the expense.

In order to be reimbursed for expenditures, employees must submit the following information on their expense report form and/or client site as per the client policy or client format for submitting expenses along with documentation:

- Exact amount and date of the expense including dates of departure and return for each trip along with travel departure point and destination
- Reason for the trip or expenditure including people met and business conducted
- Air/Rail Travel: original passenger coupon plus invoice/itinerary or charge/credit card receipt
- Hotel Charges: hotel folio plus charge/credit card receipt or other proof of payment
- Car Rental: rental car agreement plus charge/credit card receipt or other proof of payment
- Name of the client manager who authorized the trip;
- Meals/Entertainment:
  - charge/credit card receipt or cash register receipt (no restaurant tear tabs)
  - names of individuals present, their titles and company affiliation
  - name and location of where the meal or event took place
- Phone Bills: original bills must be submitted. Please remember that Phone bills are not normally reimbursed unless pre-approved by Client and Collabera.
- Other Miscellaneous expenses: Actual bills/receipts must be submitted to be reimbursed. Customer's copies of a charge slip and charge/credit card billing statements are acceptable. Photocopies are not acceptable. Receipts must include the name of the vendor, location, date and dollar amount.

## Report Submission

Employee must send all Expense Reimbursement Requests and receipts to the Expenses Department **within five (5) days after obtaining a receipt**. Send Receipts and Reimbursement Requests to:

**Collabera Expenses Department**  
**Email: expenses@collabera.com**  
**Fax: 973 750 3615**

## ACKNOWLEDGEMENT

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I have read, understand and agree to comply with the policy guidelines set forth in this document.

Employee: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_