

The purpose of this document is to establish and communicate equitable standards and effective procedures for reducing travel costs and to ensure consistent and fair treatment of all consultants. This policy applies to all consultant travel.

This policy should help you

- identify reimbursable versus non-reimbursable expenditures,
- clarify responsibility for controlling and reporting travel costs, and
- identify required documentation.

## **Introduction**

Travel expenses incurred on official Total Benefit Communications business will be reimbursed if the expenses are authorized, within the guidelines, and documented. All business travel must be approved and booked through Total Benefit Communications. Consultants who incur such expenses should neither lose nor gain personal funds as a result.

The Expense Policy covers reimbursement for transportation, auto mileage, auto rentals, hotel lodging, meals, gratuities, tolls and parking, telephone calls, and other miscellaneous expenses. It also details the documentation required, as well as describes travel arrangements and procedures.

## **Reimbursable Travel Expenses**

For authorized trips, the actual reasonable expenses will be reimbursed subject to the limits set forth in this policy document.

The following items are reimbursable within the limits explained below.

### **Personal Automobile**

Personal vehicle business-related travel shall be reimbursed at the current Federal Mileage reimbursement rate. Mileage reimbursed will reflect the most direct route from your base of operations to the event site and back.

### **Rental Cars**

The Total Benefit Communications, LLC office will make a reservation for the lowest priced mid-sized car available at your destination. Consultants are not allowed to upgrade the rental reservation.

When picking up the rental car you must do the following

- Pay with your personal credit card (car rental companies will not allow pre-payment).
- Refuse the pre-paid gas option.
- Refuse the insurance options when picking up a rental car from Avis (TBC has a contract with Avis). If you do not have coverage from your personal automobile

insurance policy accept the insurance options when picking up a car from a rental agency other than Avis.

When returning the rental car you must do the following

- Return the car to the same location (unless pre-authorized to drop the car at another location).
- Turn the car in with the same fuel level at which it was rented.

Retain the following receipts as they are required for reimbursement.

- Charge card receipt
- Gasoline charge receipts

You may request a rental car when

- driving is more convenient than air travel,
- driving is necessary to transport bulky materials,
- the cost is less than other forms of transportation, such as taxi, airport shuttle, etc.,  
or
- the cost of reimbursing mileage for your personal car exceeds the cost of car rental and gasoline for the rental car.

### **Air Travel**

Airline Class of Service

When booking airfare, TBC will consider

- lowest priced fare,
- coach fare (no Business or First Class fares),
- connecting flights, and
- nonstop flights when cost-effective and available.

Frequent Flyer Reward Programs

Frequent Flyer reward points are the property of the individual consultant. When possible, travelers will be booked on their preferred airlines if the cost is comparable with other airlines flying to the same destination.

The costs for upgrades of seating or tickets will not be reimbursed.

### **Meals**

Maximum Meal Amount Reimbursed with Receipt (includes tip)

- Breakfast and tip – receipt up to \$12.00 maximum
- Lunch and tip – receipt up to \$15.00 maximum

- Dinner and tip – receipt up to \$25.00 maximum

### **Lodging**

#### **Hotel**

TBC will prepay your hotel room and taxes. Hotel receipts are required for reimbursement.

You may request reimbursement of the following hotel expenses.

- Hotel internet access charges if a download of current assignment materials is required
- Business related local and long distance telephone charges (list to whom the call was made, the date, time, and purpose of the call on an attachment to your expense report)
- Limited dry-cleaning expenses when assignment(s) require consultant to be away from home for five or more consecutive days

Receipts for room service, hotel meals, etc. cannot be included on the hotel receipt. These items should be paid for with your personal credit card or cash then submitted for reimbursement.

### **Telephone**

Business telephone calls to the client or TBC will be reimbursed. Please submit a copy of the telephone bill with your expense report. Circle the charge and attach an explanation of the call to the expense report (name, reason for call, client, etc.)

### **Other Expenses**

Other expenses eligible for reimbursement are

- parking (receipts required), and
- tolls (receipt required). If you have a local toll pass, such as Florida's Sun Pass, you can submit your online account charge record with the amounts circled for each day of travel for your receipt

### **Nonreimbursable Travel Expenses**

Nonreimbursable expenses include, but are not limited to, the following.

- Additional charges to prepaid hotel (upgrades, meals, movies, etc.)
- Air phone usage
- Airline upgrades
- Alcoholic beverages
- Baby-sitting or dependent care
- Car repairs
- Cell phone usage (unless call is to client and receipt is submitted with expense report)

- Clothing or toiletry items
- Companion expenses
- Damage/liability insurance (except on Avis rental cars)
- Entertainment expenses
- Expenses for which there are no receipts
- Expenses related to vacation day or personal days taken before, during, or after a business trip
- Hairdressers
- Hotel mini-bar drinks or snacks
- Lost airline tickets
- Loss or theft of cash
- Loss or theft of personal property
- Lost briefcase
- Lost luggage
- Meals that are above limits outlined in the expense policy
- Meals that are not within the set time frames
- Medical expenses
- Movies (hotel or airline)
- No-show charges for car services
- No-show charges for hotel
- Non-preapproved overnight stays
- Optional travel or business insurance
- Parking violations
- Personal accident insurance
- Personal entertainment
- Personal gifts
- Personal reading materials (including newspapers, magazines, books, etc.)
- Personal telephone calls
- Pet care
- Photocopies of materials (unless previous written authorization provided by Customer Service Manager or site contact)
- Postage to submit paperwork
- Prepaid gas options
- Recreational activities such as golf, tennis, etc.
- Rental car insurance options (See Rental Car section above)
- Rental car upgrades
- Saunas, massages, spa treatments
- Shoe shines
- Tobacco products
- Traffic fines
- Traffic tickets
- U.S. traveler's check fees
- Valet services
- Video rentals

### **Lost Luggage**

Lost luggage is the responsibility of the airline, rail, or bus company. Consultants should seek compensation from the airline, rail, or bus company for lost luggage and personal items.

### **Excess Baggage**

Excess baggage charges will be reimbursed when a consultant is required to travel with heavy or bulky equipment or materials. Be sure to get a receipt from the airline for the additional charge

### **Unused, Stolen, or Lost Tickets**

Consultants should report lost or stolen tickets to Total Benefit Communications immediately. If the incident occurs after business hours, the consultant should inform the airline so that a "Lost Ticket Application" can be filed

Unused tickets should be returned to Total Benefit Communications with the expense report

## **Travel Arrangements**

When a meeting is scheduled, our staff will prepare and send you a copy of the proposed travel arrangements for your review and comments. Consultants are not permitted to make airline, hotel, or car rental reservations directly. Any personal preferences should be communicated to Total Benefit Communications at the time of the acceptance of an assignment.

## **Travel Expense Report Instructions**

Consultants must submit all expenses, receipts, and reports within two weeks of completing the event. Failure to do so can result in forfeiture of all expense reimbursements as well as nonpayment of the consultant fee.

The reports can be found on our website at [www.benefitprojects.com](http://www.benefitprojects.com) under forms. Please complete the report on your computer by clicking on the appropriate blank line and typing in the information. The report can be printed or saved to your computer. Please email the completed form to us at [tbc@benefitprojects.com](mailto:tbc@benefitprojects.com).