

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
- Identify required documentation

Introduction

Travel expenses incurred on official Total Benefit Communications, LLC 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, LLC. 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 describing 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 rate. The mileage rate is typically updated annually. Mileage reimbursed will reflect the most direct route from your base of operations to the event site and back. Fuel will not be reimbursed.

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 will:

- Pay with your personal credit card (car rental companies will not allow pre-payment)
- Refuse the pre-paid gas option
- Refuse the Rental Car Insurance – we provide Rental Car Insurance through our parent company, Crump Insurance, for all associates conducting business for the company

When returning the rental car you will:

- 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.

Receipts are required for reimbursement

- Charge card receipt
- Gasoline charges

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 taxis, airport shuttles, etc.
- When 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

- Lowest – priced fare
- Coach fare, no Business or First Class fares
- Connecting flights
- Non-stop flights when cost effective and available

Frequent Flyer Rewards Programs

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

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

The cost for checking a bag will be reimbursed with a receipt.

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

A person's departure and arrival times will be used to determine if a meal was incurred during a person's assignment. A meal is defined as a reasonable quantity of food to be consumed in a single day by a single person. Examples of reimbursable receipts would be:

1. A restaurant: appetizer/salad/soup, entrée, dessert and beverage
2. A grocery store: a couple of beverages, snacks and sandwich/salad/sushi
3. A vending machine/convenience store: several snacks and beverages.

Example of non-reimbursable receipt would be:

1. A grocery store: typical groceries that would be purchased for the home such as staples or quantities larger than a single meal (i.e. 2 pounds of lunch meat)
2. A convenience store: cigarettes or lottery tickets

Lodging

Hotel

The Company will prepay your hotel room and taxes. Hotel receipts are typically not required as they are provided to us when we prepay the room.

You may request reimbursement of these hotel expenses

- Hotel internet access charges if a download of current assignment materials is required
- Business related local and long distance telephone charges will be reimbursed (you must 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) requires 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 and/or the employer 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

These expenses are eligible for reimbursement

- Parking receipts are required for reimbursement
- Tolls receipts are required for reimbursement. If you have a local toll pass such as Florida's Sun Pass you can submit your on-line account charge record with the amounts circled for each day of travel for your receipt.

Non-Reimbursable Travel Expenses

Examples of non-reimbursable expense include, but are not limited to

- Additional charges to pre-paid 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
- 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 reasonably consumed by a single person in a single day
- 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
- Pre-paid 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 airlines 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 completion of 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 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.