

ACME FINANCIAL GROUP

Corporate Travel & Expense Policy

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1. PURPOSE AND SCOPE

This policy establishes the guidelines and procedures for business travel and related expense reimbursement for all employees of Acme Financial Group ("the Company"). This policy applies to all full-time, part-time, and contract employees who incur expenses while conducting Company business.

The objective of this policy is to ensure that employees are reimbursed fairly for legitimate business expenses while maintaining fiscal responsibility and compliance with applicable tax regulations.

2. APPROVAL REQUIREMENTS

All business travel must be pre-approved by the employee's direct manager. Additional approval levels are required based on estimated total trip cost:

- Up to \$5,000: Direct manager approval
- \$5,001 - \$25,000: Director-level approval
- \$25,001 - \$100,000: VP-level approval
- Over \$100,000: C-suite approval required

International travel requires additional approval from the Legal and Compliance department regardless of cost.

All approvals must be obtained via the Company's expense management system (Concur) prior to booking travel. Retroactive approvals are discouraged and may result in delayed reimbursement.

3. AIR TRAVEL

Economy class is the standard for all domestic flights under 6 hours. Business class may be booked for:

- International flights exceeding 6 hours
- Domestic flights when economy class is unavailable within the Company's preferred fare guidelines
- Travel by VP-level and above employees (at their discretion)
- Medical accommodation with HR approval

First class travel is not reimbursable except with written C-suite pre-approval for extraordinary circumstances.

Employees must book through the Company's designated travel agency (Corporate Travel International) or the approved booking platform. Personal loyalty program preferences should not result in higher fares. The maximum reimbursable airfare for domestic travel is \$1,500 round-trip; exceptions require director approval.

4. LODGING

Hotel accommodations should be reasonable and appropriate for the business destination. Guidelines:

- Domestic: Maximum \$250/night (standard markets), \$350/night (high-cost cities: NYC, SF, LA, Boston, DC)
- International: Maximum \$300/night (standard), \$450/night (major financial centers: London, Tokyo, Hong Kong, Singapore)

Employees are encouraged to use the Company's preferred hotel partners to leverage negotiated corporate rates. Extended stays (>5 nights) should consider apartment-style accommodations for cost savings.

Room service, minibar charges, and in-room entertainment are not reimbursable. Laundry service is reimbursable for trips exceeding 5 days.

5. MEALS AND ENTERTAINMENT

Daily meal allowances (per diem) while traveling:

- Breakfast: \$25
- Lunch: \$35
- Dinner: \$75
- Total daily maximum: \$135

Client entertainment expenses must have a documented business purpose and attendee list. Maximum per-person limits:

- Business lunch: \$75/person
- Business dinner: \$150/person
- Group events (>10 people): Requires VP pre-approval

Alcohol is limited to 2 drinks per person for client entertainment and is not reimbursable for employee-only meals. Excessive entertainment expenses will be flagged for review.

6. GROUND TRANSPORTATION

Rental cars should be mid-size or smaller unless justified by passenger count or equipment needs. GPS and toll transponders are reimbursable; vehicle upgrades are not.

Ride-sharing (Uber, Lyft) and taxis are reimbursable for business travel. Receipts required for all rides over \$25.

Personal vehicle mileage: Reimbursed at the current IRS standard rate (\$0.67/mile for 2024). Employees must submit mileage logs through the expense system.

Parking and tolls are reimbursable with receipts.

7. EXPENSE REPORTING AND REIMBURSEMENT

All expense reports must be submitted within 30 days of the expense or return from travel, whichever is later. Reports submitted after 60 days may not be reimbursed.

Required documentation:

- Itemized receipts for all expenses over \$25
- Business purpose statement for each expense
- Client/attendee names for entertainment expenses
- Manager approval in the expense management system

Reimbursement is processed within 10 business days of approved report submission and paid via direct deposit.

The Company reserves the right to audit any expense report and may request additional documentation. Fraudulent expense claims will result in disciplinary action up to and including termination and legal prosecution.

8. NON-REIMBURSABLE EXPENSES

The following expenses are NOT reimbursable:

- Personal entertainment, sightseeing, or recreational activities
- Traffic violations, parking tickets, or towing charges
- Personal items (clothing, toiletries, luggage)
- Spouse or companion travel expenses
- Membership fees for airline clubs or hotel loyalty programs
- Pet care or boarding fees
- Home internet or phone charges (unless pre-approved for remote work)
- Gift cards or cash equivalents
- Charitable donations (must go through Corporate Social Responsibility)
- Expenses without valid receipts (over \$25 threshold)