

I LOVE VACATIONS

EMPLOYMENT POLICY AND PROCEDURE GUIDE

Policy:	Travel & Expense Reimbursement
Effective Date:	Policy 1/1/2022

Requirements

1. Travel plans must be reviewed with a manager.
2. Travel Request [Form](#) must be filled out.
3. Travel should not be booked until you receive an approval email from Brian Selleck.

Policy

I Love Vacations ("the Company") appreciates your efforts when you travel on Company business and you should be comfortable while traveling. At the same time, it is necessary to keep trip costs within reasonable limits and to follow consistent guidelines.

This policy applies to anyone who incurs ordinary, necessary, and reasonable business expenses related to your business, profession or job while traveling for the Company.

This policy is intended to:

- Ensure clear and consistent understanding of policies and procedures.
- Compliance with state and federal regulations.
- Ensure the Associate neither gains nor loses personal funds as a result of travel.
- Provide guidelines that simplify the process for the Associate and enable the Company to better mandate its annual travel budget.

While traveling on Company business, occasionally expenses are paid through the corporate office. In most circumstances a traveler will incur expenses which have not been paid for by the Company; to assist the traveler with these types of expenses the company may issue a company credit card or a reimbursement through payroll.

Responsibility of the Traveler

- The traveler is expected to spend I Love Vacations funds prudently. Everyone is required to use good judgment and should choose the least costly option available while traveling.
- All travel must be approved by the traveler's manager.
- The traveler is expected to complete any and all expense reports relating to their travel within 30 days of travel to ensure expense are reimbursed timely.
- The Company expense forms must be completed in its entirety which includes listing dates, amounts and business-related expenses. The original itemized receipt or proof of acquisition for any expense must accompany the expense reimbursement form. Accounting reviews all expense reports and detailed receipts submitted for compliance with the Corporate Travel Policy and accuracy prior to approving each report for payment

Note: Employees who are issued a Company Credit Card may only use it for business purposes and is not to be used for personal charges.

Responsibility of Direct Supervisor and/or HR Administrator:

- Ensure all expenses charged to the Company or any reimbursements to the traveler are business related and fall within the company guidelines.
- Ensure that expense reports are completed within the policy guidelines.
- Grant pre-approval for any additional expenses related to extended stays, not noted in this policy.
- Verify all receipts are provided for the expense report.
- Review and approve all submitted expense reports

Business Expenses and Daily Maximum Guidelines:

If a traveler is unsure whether an expense is reimbursable, they should contact their Direct Supervisor for clarification prior to purchase. Any expense beyond the guidelines listed in the policy must be approved by the department head.

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Examples of non-prepaid, reimbursable expenses are listed below.

Meals and/or Groceries

- Not to exceed \$70.00 daily (including tax and tip). If the traveler believes he/she will not be able to stay within the daily maximum to special circumstances (higher priced market, etc.), the traveler must receive approval from their department head.
 - During extended stays if groceries are preferred, rather than dining out, the traveler must adhere to the daily maximum
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Car Rental, Fuel, Parking, Tolls, Cabs/Ride Shares, Busses and Trains

- Mileage-Use of personal vehicle for business travel \$0.505 or current company set rate
- The traveler must have a valid driver's license and adequate personal automobile insurance when driving.

Tips (reasonable) to service personnel

- Taxis-10%, Baggage Handlers- \$1 per bag, Shuttle Driver- \$1 per bag, Servers up to 20%.

Baggage

- Traveling 1-4 days, one checked bag is permitted, not to exceed \$30.00 each way.
- Traveling 5 days or more, two checked bags are permitted, not to exceed \$70.00 each way.

Examples of non-reimbursable expenses are listed below.

All Personal Expenses

- Items which you would normally use on a day-to-day basis.
- Personal Services, In-Room Movies, Video Game Rentals or Mini-Bar Charges
- Recreational Activities, Airline or Hotel Upgrades, or Airline Club Memberships

Lost Baggage

- Airlines are responsible for compensating the owner for loss of baggage.

Personal Car Repair, Tickets, Fines and/or Traffic Violations

Non-business travel related items

Alcohol Consumption

It is the Company's policy to limit the consumption of alcohol to two drinks while employees are on Company business or wearing Company garments or paraphernalia. Employees who choose to drink alcohol while on Company business are expected to do so responsibly, to exercise due care and good judgment, and to behave in accordance with usual business standards and all company policies.

The Company does not permit or condone driving vehicles after the consumption of alcoholic beverages. Operating a vehicle after the consumption of alcohol may be considered illegal and the Company will not be held liable for those who violate this policy or the law. Violation of this policy can result in disciplinary action up to and including termination

Travel Arrangements

Need to be approved with direct supervisor, travel request form filled out, and approved by Brian Selleck before booking. Pre-Paid travel needs to be purchased using a company issued card or using a personal card and submitting for reimbursement within 30 days of booking date.

Travel profiles

It is a traveler's responsibility to ensure that a travel profile is on file. The profile is used to facilitate reservations and should include credit card numbers, contact information, seat preferences, frequent traveler reward numbers and any medical conditions the traveler may have.



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Airfare

Whenever possible, reservations should be made 14 days in advance or as soon as the travel plans are finalized to receive the best advance purchase price available.

Domestic business class or first-class travel will not be reimbursed unless authorization is obtained in advance of travel from the traveler's department head should extenuating circumstances that require such service.

Personal miles or coupons may be used to upgrade an airfare class. Travelers may also opt to pay personally for the price difference between fare classes, but you will not be reimbursed for this cost.

Cancellations

If a trip is canceled after the ticket has been issued, Refund must be issued to I Love Vacations. Airline tickets can be re-used if airfare eligibility requirements are met, for company travel only.

Lodging

Travel must stay at recommended accommodations which include a standard room at a non-luxury hotel. When traveling to a conference, it is acceptable to stay at the hotels hosting the conference. If there are several conference hotels, you should stay at the least expensive non-luxury property. In general, housing accommodations should not exceed \$250 / person / night

Vehicle Rentals

Vehicle rentals are permitted when it is more convenient from a time and cost perspective than other modes of travel.

Driving may be necessary to transport large or bulky material or if the cost of transportation is less than a taxi or airport limousine.

Rental of a full-size vehicle is permissible; traveling with multiple people may require the rental of a minivan.

At the time of rental pickup and drop-off, the car should be inspected with a rental agent for damages. Any damages found should be noted on the contract. Every reasonable effort must be made to return the rental car with a full tank of gas, to avoid refueling charges and on time, to avoid additional hourly charges.

Insurance Coverage for Personal Use of Rental

Personal use of a rental car during a business trip is not covered under company insurance in most cases. When picking up a rental car the day before and while using the vehicle during the business trip, coverage is provided. When combining a business trip with a personal trip, either before or after business is conducted, you may purchase insurance coverage for those days which is not reimbursable by the Company.

Rental Car Accidents

If a rental car accident occurs, submit a written report as soon as possible to the rental car company, local authorities, as required, and I Love Vacations.