## Business Travel

All employees are expected to exercise good business judgment when incurring travel and business expenses and spend the company’s money with the same care and application as though it were their own. The Company covers all reasonable and necessary expenses incurred while traveling on company business as long as they are properly documented and submitted within the expense and the travel expense guidelines. Extraordinary expenses or expenses incurred outside these guidelines must be approved in advance by the traveler’s supervisor or the COO

Air Travel

Significant airfare reductions are available for reservations made 21, 14 and 7 days in advance of the trip and non-refundable tickets are encouraged. All efforts should be made to plan travel in advance.

Upgrades to Business Class or First Class using your own frequent flyer mileage or other upgrade privileges are acceptable.

Lodging

Please consider cost when booking hotels and do some shopping for best rates before you book.

Employees are responsible for the difference in room rate if they chose to upgrade their room.

Car Rentals

Cars may be rented by employees when alternate means of transportation are not practical. When in groups, travelers should share cars to minimize expenses. Travelers who rent a car should not permit anyone who is not a “specified driver” on the contract to drive the car. Doing so will void the “primary liability” coverage provided in the rental contract.

Car Rental Insurance

|  |
| --- |
| Cars must be rented using your corporate American Express card. All optional insurance coverage should be declined for domestic rentals. You must purchase full coverage when renting any vehicles that fall into these categories: Full sized sport utility vehicles, trucks, off-road vehicles, pick-ups, cargo vans, full sized vans, customized vehicles, vehicles used for hire or commercial purposes, antique cars, limousines, sport/utility vehicles when driven “off-road”, motorcycles, recreational vehicles, golf or motorized carts, campers, trailers, and exotic cars or any other vehicle which is not a Rental Auto, or vehicles with a manufacturer’s suggested new retail price of US $50,000+ |

Other Ground Transportation

All travel to and from airports within the five boroughs of NYC should be by taxi or company car service. The Company will approve the use of private services, such as Uber or Lyft.

Meals and Entertainment

Personal meal expenses, business meals and entertainment expenses are those incurred while dining alone or with your team or client out of town on company business. It is expected that good judgment will be used with respect to these expenses.

Payment/Securing Travel

All travels charges must be charged to your corporate American Express Card. You must attach properly coded itemized receipts when submitting your monthly American Express statement.

Unacceptable Expenses

The following travel expenses will not be reimbursed by the Company:

* Expenditures for personal items
* Traffic/parking fines
* Travel insurance Sundries (magazines, newspapers, books, snacks, etc.)
* Loss or damage to personal property
* Expenditures not supported by proper documentation
* Membership fees for airline clubs

## Expense Policies/ Procedures

Petty Cash

Petty cash is available to reimburse staff for small out-of-pocket expenses, such as local transportation, magazines or unanticipated minor office supplies.

Petty cash reimbursements may not exceed $100.00 and coded receipts are required for reimbursement.

American Express Corporate Card

As you begin your employment, employees at the Account Executive level and above will be issued an American Express card. The card is provided to allow you an efficient means of payment for approved expenses, especially expenses related to business travel and client needs.

Please note that the card must only be used for business purposes. Personal purchases of any type are prohibited.

In accordance with IRS regulations, please retain detailed and itemized receipts for each purchase you make with the card. When using the card for travel, meals or client entertainment, each receipt must include the names of all persons involved and a brief description of the business purpose. You will reimburse the company for any expenditures that are not backed up by an itemized receipt.

Monthly statements will be provided to you from the finance department. You are responsible for reviewing the statement and attaching detailed receipts complete with appropriate billing codes. The monthly statement must be returned to finance within one day of receiving it.

##### Acceptable Employee Expenses

Acceptable expenses include, but are not limited to, charges for airline or train travel, car rentals, hotels, and cabs.

##### Unacceptable Employee Expenses

Unacceptable expenses include, but are not limited to, expenditures for personal items while on a business trip, traffic/parking fines, sundries (i.e., magazines, newspapers, books, snacks, etc.), loss or damage to personal property or Company equipment issued to you, i.e., laptop, handheld device, expenditures not supported with proper documentation (i.e., receipts), membership fees for airline clubs, health clubs in hotels, in room movies.

## Working Late Transportation/Meals

Employees who work after 8:00 p.m. are entitled to a cab home, if you live within the 5 boroughs. Employees who work after 8:00 p.m. who live outside the 5 boroughs are entitled to a car service home, through Minutemen car-service, not through a private service such as Uber or Lyft. Employees who are still at work after 8:00 p.m. are entitled to a meal. The meal allowance should not exceed $15 per person.

 **Cab Rides Home (within the 5 boroughs)**

If you are an American Express Corporate Card holder you may use your card. Otherwise, please seek reimbursement through petty cash.

 **Car Service Home (outside the 5 boroughs)**

Please use Minutemen, the company designated car service, for destinations outside the 5 boroughs. Tips are already included in the car service charge. You will be responsible to reimburse the company for any waiting time.

You will be asked to complete a voucher once you arrive at the car