



12560 Fletcher Lane Suite 100 Rogers, MN 55374 Toll Free: 800.478.8644 Tel: 763.428.3170 Fax: 763.428.3166 [www.abetech.com](http://www.abetech.com)

## TRAVEL AND ENTERTAINMENT POLICY

### 1. GENERAL

#### A. Expense Reporting and Reimbursement

1. Frequent travelers may be assigned an American Express credit card at the request of their supervisor.
2. Employees are expected to properly manage their credit card and remain in good standing with American Express. In the event that an employee moves to a delinquent status with AMEX, the card will be cancelled and the employee will be responsible for acquiring their own credit card in order for their travel arrangements to continue.

#### B. Travel Agency

1. Vanguard Travel [www.concursolutions.com](http://www.concursolutions.com) is the only travel agency company employees are authorized to use for air travel, lodging, and car rental arrangements when traveling for the company.
2. Vanguard Travel is an integral part of the management reporting of company travel expenses. You are required to make full use of Vanguard Travel's services. Vanguard Travel has agreed to follow all of the company's travel policies.
3. Direct any questions, concerns, or problems to Debbie Feucht [dfeucht@abetech.com](mailto:dfeucht@abetech.com) or Becky Stumpf [bstumpf@abetech.com](mailto:bstumpf@abetech.com)

### 2. AIR TRAVEL

#### A. When traveling on Company Business, use the (LLF) lowest logical airfare available.

Travelers are encouraged to purchase and pay for airline tickets at least 2 weeks in advance.

##### 1. **Lowest logical airfare is defined for Vanguard Travel:**

- a. **Searching within time window of 2 hours before and 2 hours after** requested departure time. If the fare selected by the traveler exceeds the LLF by \$100 or more, an e-mail will be automatically sent to the designated Travel Approver.
- b. Using COACH Class non-refundable fares wherever possible.
- c. Using alternate airports.
- d. Using preferred air carrier when the fares are equal.

##### 2. **Additional savings opportunities**

Flexibility in travel planning can achieve even greater cost savings.

- a. Call as far in advance as possible, for maximum savings purchase 2 weeks in advance.
- b. Flexible schedules
- c. Using connecting flights
- d. Include Saturday night stay when convenient and cost effective.

#### B. International Ticketing

For non-stop flights of 6 hrs or more (ie. exceed distance of 3000 air miles), the traveler may book seats in Business class. This is more comfortable than Coach, but not First Class.

#### C. Vanguard Travel is committed to offering the lowest airfare possible. You should assist this effort to the maximum extent feasible, consistent with meeting business objectives. Employee may search up to 12 hours before and 12 hours after the requested departure time, however, to determine whether a lower fare is available Vanguard will offer lower fares available within a 2 hours search window before/after the departure time, all options will include connecting flights etc.



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1. Travelers are encouraged to accept discount fares with cancellation penalties when they are cost effective and the chance of cancellation is minimal. (Cancellation charges and penalties will be reimbursed only when changes are made due to a business need, as approved by your supervisor.) Use non-refundable fares whenever possible.
2. Free Upgrades based on your membership status on airline tickets are acceptable as long as the lowest coach fare was selected, and not bumped up to a higher coach fare in order to qualify for a mileage upgrade.
3. Airline travel club memberships are not reimbursed
4. Choose to apply prior unused airline ticket credits, before the value of the credit expires. Your unused ticket inventory is managed by Vanguard Travel, and made available to you during the booking process.

- D. Double-booking of flights (i.e. booking 2 or more flights to the same destination) and back-to-back ticketing (i.e. creating flights to take advantage of discounted "weekend included" rates are not permitted and would be in violation of our airline agreement.
- E. Often, you will find it economical and/or convenient to book and purchase tickets in advance of the limit advance ticket purchase to 3 months; longer periods are subject to travel plan changes and associated problems. When doing this, use the following procedure: Fill out an expense report with the necessary approval levels to get reimbursed. Attach a copy of the airline ticket. This reimbursement will be expensed to the airfare account at this time. There is no need to indicate this amount on subsequent expense statements. When you travel you will be reimbursed for all expenses, except airfare.
- F. Frequent Flier miles will be the property of the Frequent Flier.
- G. AbeTech will not purchase employees Frequent Flier miles.

### 3. USE OF PRIVATE/PERSONAL AUTO

- A. AbeTech owned vehicles should always be used before an employee's personal auto. Employee can check availability and schedule the company vehicle by using Outlook Calendar.
1. Due to IRS regulations, a per mile mileage allowance to be determined by the accounting department in accordance with IRS regulations will be paid for all miles driven. This allowance is to reimburse employees for gas, insurance, and other maintenance items.
  2. Trip mileage will be determined by:
    - a. The number of miles in excess of the mileage incurred to commute to an employee's business locations and return home. See example A.
    - b. When an AbeTech office employee travels to a destination outside of their local offices metropolitan area, the company reimburses all mileage. See Example B

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## EXAMPLE A

An employee normally travels 40 miles a day in his commute to his office. During a day when he travels to a business meeting, he travels a total of 65 miles. The employee is entitled to a reimbursement for 25 miles.

If the employee in the above example attends an all day business meeting that is 15 miles from his home, he will travel a total of 30 miles. Since his total miles are less than his normal commute, he is not entitled to a reimbursement from the company.



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## EXAMPLE B

If a Twin Cities Office employee travels to Milwaukee for a business meeting, the Company reimburses all of the miles traveled because the travel is outside of the Twin Cities metropolitan area.

If an employee travels to New York City for a business meeting, the mileage from his home to the airport and home again is reimbursed by the Company because the travel is outside of the Twin Cities metropolitan area.

- B. Considerations concerning whether to use automobile transportation are numerous. The principal considerations, however, are:
    - 1. Location and distance of the destination(s)
    - 2. Available public transportation-air, train or bus
    - 3. Number of travelers involved.
  - C. Employees who use personal automobiles on Company business are required to maintain adequate liability and will not be responsible to third parties and other non-employees for any injuries, losses, or damages of whatever kind, or from any cause, which arise out of an employee's use of their or other employee's automobiles for traveling on Company business.
  - D. The Company disclaims liability, and will not be responsible to third parties and other non-employees for any injuries, losses, or damages of whatever kind, or from any cause, which arise out of an employee's use of their or other employee's automobiles for traveling on Company business.
4. CAR RENTAL-DOMESTIC AND CANADA
- A. When it is necessary to rent a car from a car rental agency, use Vanguard Travel to facilitate [www.concursolutions.com](http://www.concursolutions.com). An intermediate model or less should be requested unless business reasons or other circumstances make such a model impractical.
  - B. Corporate and negotiated rates have been established Vanguard Travel is aware of our contracts and will always request negotiated rates.
  - C. Collision Damage Waiver and Personal Accident insurance coverage are not necessary. Any expenses incurred as the result of an accident up to the deductible limit provided by the car rental agency, are reimbursed by the Company through the Expense Statement Form.
  - D. It is expected that all traveling employees are insurable. See AbeTech's driving policy.
  - E. If traveling outside of the contiguous US, the employee should accept the insurance offered by the car rental agency.
  - F. When it becomes necessary to cancel a car rental reservation, do so as soon as possible to avoid paying for an unused car rental.
  - G. Accident reporting procedures- **Contact Mary Bergeron, HR Manager at 763-428-1256 or [mbergeron@abetech.com](mailto:mbergeron@abetech.com)**
5. LODGING
- A. When alone, request a single accommodation unless business needs dictate something larger. When traveling in pairs or groups, double occupancy should be considered when feasible.
  - B. Corporate and negotiated Company rates are available. Vanguard Travel is aware of these rates and they are incorporated into the website.
  - C. When changing to travel schedules requires that rooms be canceled, all changes can be made on the Concur website.



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## 6. MEALS AND ENTERTAINMENT.

- A. Anytime you travel, an expense report will need to be filled out. Any expenses incurred should be included (hotel, car rental, per Diem, entertainment, misc.).
- B. Expense reporting:
  - 1. If you have an American Express Card you will complete your expense report online <https://expense.gers.ihost.com/mlurLogin.jsp?E=0>  
For instructions and login information please see Accounts Payable. Please fill this form out each month. Expenses are due at month end and a check will cut the second week of the following month. <G:\AllAccounting\Procedure - WI\WI-AC-015 AP-Expense Report Policy.doc>
  - 2. If you do not have an American Express login you can use the following form and submit to Accounts Payable. <G:\AllAccounting\Form\AP-Expense Report Form.xls>
- C. When meals entertainment are necessary in the course of Company business they will be reimbursed at as actual amounts as listed on the receipt or the maximum rates of \$10 (breakfast), \$15 (lunch) \$25 (dinner). Copies of receipts will be required. An employee traveling more than 60 miles one way from their office would be eligible for a per-diem meal allowance.
- D. The cost of a business meal with clients, vendors or Company employees is considered a reimbursable expense only if it serves a legitimate business purpose, it is expected that moderation and economy be practiced. The company will not reimburse alcoholic beverages without management approval.
- E. The senior or host Company employee should pay the check
- F. Except under unusual circumstances, no employee should pay for his or her supervisor's meal or other expenses. If this does happen, the expense statement will require an additional level of approval.
- G. Tipping will only be reimbursed up to 15%.

## 7. BUSINESS-PLEASURE TRIPS

- A. Expense Allocation
  - 1. If the primary purpose of a business-pleasure trip is to business, all expenses except those attributed to pleasure are chargeable to the Company on the monthly expense report.
  - 2. If the primary purpose of a business-pleasure trip is pleasure, only the additional expenses attributed to the business portion are chargeable to the Company on the monthly expense report.
- B. Time Allocation
  - 1. If the primary purpose of a business-pleasure trip is business, time spent on pleasure is considered as vacation and must be recorded as such.
  - 2. If the primary purpose of a business-pleasure trip is pleasure, time spent on business will be compensated with equivalent vacation. This is applicable only in units of full days and must be approved prior to the trip.
- C. Guest Expenses
  - 1. All additional expenses due to the presence of a guest on business trip or combined business-pleasure trip are considered to be personal, except where the guest is specifically included in and invitation (e.g. business dinner, recognition dinner, etc.).
  - 2. Travel expenses chargeable to the Company for a guest require prior written approval of the owner's.

## Travel Request Procedure

- A. Travel that will be reimbursed by our client's (.e. Service calls).



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1. Log in to [www.concursolutions.com](http://www.concursolutions.com)
  2. Track of all travel expenses and save receipts so we have a complete written record of travel expenses to bill the customer attach copies of receipts to our copy of the service call invoice and the originals to your expense report.
- B. Travel that will not be reimbursed (i.e. trade shows, client visits).
1. Your manager must approve travel.
  2. Log in to [www.concursolutions.com](http://www.concursolutions.com) to make travel arrangements.
  3. Track of all travel expenses and save receipts so we have a complete written record of travel expenses attach originals to your expense report.

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