

Business Expense, Travel and Reimbursement Policy for Consultants

This document describes the ARUP business expense, travel, and reimbursement requirements applicable to consultants who travel on ARUP business. Consultants must obtain approval for travel from the ARUP project stakeholder *prior* to making travel arrangements.

Specific requirements are described in the following sections.

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Quick Reference for Travel Costs

The following table provides a ready reference for requirements for certain travel costs.

Item	Not to exceed/ limited to...
Total Airfare costs (includes reservation change fees)	\$600.00
Hotel room rates	\$175.00 for non-conference
Meals per diem (includes tips)	\$70.00
Car rentals	Mid-size vehicle

General Business Travel and Expenses

- A. The primary travel agency for ARUP is Christopherson Travel Group (CTG).
- B. All reservations, including air travel, lodging, and car rentals must be made through CTG. This allows Consultants to take advantage of ARUP’s group rates, discounts, and efficient reservation changes. It also improves communication in the event of an emergency.

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- C. To avoid “no-show” charges, any cancellations of reservations made for business-related travel (i.e., airline, lodging, and car rental) must be reported to CTG as soon as possible and prior to any cancellation deadlines.
- D. Business travel should be arranged and should occur so as to maximize the workday.

Air Travel

- A. Total airfare (including reservation change fees) must not exceed \$600.00.
- B. All airline tickets are booked at the lowest available airfare as determined by CTG at the time of booking. To facilitate this
 - air travel is booked at least 14 days in advance, and
 - any changes to a booked ticket resulting in additional charges/fees must be explained in detail in the Consultant’s invoice. Reimbursements of such charges/fees are discretionary and subject to approval by the ARUP project stakeholder.
- C. Specific criteria are used to determine the lowest available airfare. Travelers may request, but may not specify a carrier. Criteria for selection includes
 - flight departure or arrival time is within 90 minutes before or after the requested departure or arrival time and
 - one stop flights, use of connecting flights or flight time changes within a 12-hour window may be required if savings of \$150.00 or more can be achieved.
- D. All air travel is booked at coach class.
 - Travelers may upgrade one class of service (e.g., from coach to business class) at personal expense or by utilizing personal airline credits (e.g., Delta Sky Miles).
 - Business class and first class travel is not reimbursed.
- E. Conversion of airline tickets for personal benefit (i.e., downgrading of tickets, returning unused tickets for cash, credit, or personal airline tickets) is prohibited. Any violation of this sub-letter “E” by Consultant may result in ARUP terminating the Agreement and/or SOW. Unused non-refundable tickets are used by CTG as a credit toward future purchases.
- F. Any Frequent Flyer miles accrued to the traveler as a result of Company-related travel belong to the traveler.

Checked Luggage fees are charged and paid for upon check-in at the counter.

ARUP will pay for

- First checked bag 50lbs or less and/or
- Second checked bag 50lbs or less, if
 - traveler is on the road five days or longer
 - it is more cost effective to check 2nd bag with business related items

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G. ARUP will not pay for bags checked solely for personal use, including golf clubs, skis, etc.

Lodging

A. Hotel room rates must not exceed (amount listed below are before tax)

- **\$175.00** per night for business travel

B. All lodging reservations made by CTG are guaranteed for late arrival.

Car Rentals

A. The Primary Car Rental agency for ARUP is Enterprise/National Car Rental. Exceptions are allowed if no car is available at the time of rental or if Enterprise/National is not available.

B. Travel by car to a business destination is permitted when driving is more convenient than airline or rail travel.

C. Renting a car during business travel is permitted when it is less expensive than other modes of transportation (i.e., taxis, airport limousines, airport shuttles).

D. Travelers may rent up to a mid-sized vehicle. Rental of a full-size vehicle or minivan is permitted when traveling with three or more Consultant's workforce members for Company business.

E. Travelers should always fill the gas tank prior to returning rental cars to avoid costly gasoline charges imposed by car rental vendors.

Meals and Entertainment

A. Reimbursement for meals is limited to a maximum of **\$70.00** per day per person, including beverages and tips.

B. Business meals hosted outside the Company are permitted. Business meals should be reasonable and necessary to conduct business. Business meals are reimbursed based on actual cost.

C. Tips for meals should not total more than 20% of the bill in order to qualify for reimbursement.

D. The use of alcoholic beverages for business meals and entertainment purposes should reflect prudence, moderation, and appropriate safety.

E. Entertainment expenses must be approved in advance by ARUP project stakeholder. Reimbursement may be denied if the expense is deemed excessive or lavish.

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Telephone Use

- A. Travelers are reimbursed for business-related phone calls made on behalf of ARUP upon presentation of an appropriate receipt.

Miscellaneous Expenses

- A. Travelers **are reimbursed** for the following miscellaneous expenses incurred while on company business. These must be itemized on the expense report.
- business office expenses, such as fax, copy services, telegrams/telexes, internet fees for accessing company email
 - business phone calls
 - ground transportation (i.e., taxi, shuttle, bus, subway)
 - laundry/dry cleaning/suit pressing (only if travel exceeds 5 days)
 - overnight delivery/postage
 - parking and tolls
 - reasonable tips
- B. The following travel expenses/items are **not reimbursed**.
- membership fees associated with frequent flyer/frequent guest programs
 - free tickets or vouchers received from an airline as compensation for being denied boarding due to overbooked flights
 - “no-show” charges or fees assessed for cancellations after a deadline
 - charges incurred as a result of personal/vacation travel combined with business travel
 - daily rental car charges in excess of the amount approved for a mid-sized vehicle
 - unauthorized trips
- C. Personal expenses incurred while on business travel are **not reimbursed**. These include but are not limited to
- Personal Entertainment (i.e., movies, video rentals, personal reading materials, sporting events, theater and spa fees)
 - in-room or in-flight alcoholic beverages
 - recreational activities
 - babysitters
 - animal kennels
 - barber/stylist, manicure, or masseur
 - clothes or toiletries
 - luggage, briefcases
 - traffic tickets, fines, or violations
 - negligence expenses (boots, tows, collision/damage repairs)
 - personal side trips, gifts, flowers, or donations

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Reimbursement

- A. All business-related expenses submitted for reimbursement must comply with Internal Revenue Service (IRS) requirements.
- B. Expense reports must be filed within 30 days of completion of travel or business event.
- C. Original receipts must accompany expense reports. Photocopies of receipts are acceptable only with a detailed explanation of why the original is not available. Receipts must include the name of the vendor, location, date, and dollar amount.

Note: Credit card statements or record of charge slips accompanying monthly billing statement **are not acceptable** for meals, lodging in lieu of receipts.

Expense	Required Documentation
air/rail	original ticket or electronic ticket (e-ticket) coupon
hotel	original hotel folio only (no credit card receipts)
meals	credit card receipt or restaurant (cash register) receipts (no tear tabs)
entertainment	credit card receipts; information must include <ul style="list-style-type: none"> • the establishment • date of occurrence • name(s) of individuals and company name(s) of those present • the business purpose
car rental	car rental agreement receipt
telephone	hotel folio listing itemized calls or an original phone bill