

St. John's Military School Historical Museum

Travel and Expense Policy

Last Update: 3/25/2019 by TJP



1. Introduction / statement of purpose

This policy applies to all employees of (St. John's Military School Historical Museum) as of (03/25/2019). It is a framework that covers how an employee can claim and be reimbursed for reasonable and authorized expenses that are incurred while doing business for our company.

Please also refer to the following company documents: (Credit/Debit Card Policy and Agreement.)

2. Company expectations and policy compliance

The expectations of employees:

- Behave honestly, responsibly and within the guidelines of this policy
- Seek to keep costs to a minimum where possible in line with the best interests of the business
- Submit expenses as soon as possible after they have been incurred. Expenses not submitted within 30 days from the date the expense was incurred may be denied.
- Provide sufficient details to explain why you've made the purchase and any supplementary details, like if you paid for other employees
- Utilize Company issued Debit/Credit Cards when possible.
- Keep all receipts because the IRS requires them

The expectations of the Company Treasurer and President:

- Ensure expenses are claimed promptly
- Check that purchases comply with the policy
- Approve them promptly
- If employees don't comply with policy, claims should be questioned and can be rejected
- Persistent or deliberate non-compliance may result in disciplinary or legal action

3. Fraud, bribery & corruption

(St. John's Military School Historical Museum) has a zero-tolerance approach to bribery in compliance with relevant anti-bribery laws in all the regions in which we operate. Offering or accepting a bribe, or behaving corruptly in anticipation of a bribe or advantage is illegal and a dismissible offence.

Claiming for expenses not incurred; incurred not for business purposes or exaggerating expense claims is a dismissible offence and can result in disciplinary or legal action.

4. Reimbursable expenses

a. Travel-related expenses

- Preapproval of trips is required by the President and Treasurer ahead of travel
- Public transportation should take precedence over taxis and personal vehicles wherever possible

The following travel-related expenses can be claimed:

Mobile phones and internet connectivity:

- Only business critical calls should be made when travelling abroad for business
- Use free Wi-Fi whenever possible,
- Reasonable internet connectivity charges can be added to a hotel bill unless already part of the negotiated rate and a free option is not available.

Air, rail and road travel:

With regards to business class flights and first-class rail tickets, employees are:

- Only allowed to book standard or economy-class tickets
- Southwest Airlines is the preferred Airline
- If a connecting flight is more economical than a non-stop flight, a connecting flight should be chosen so long as no more than a 90 minute layover is in between flights.

Mileage:

With regards to vehicle mileage and associated fuel costs incurred during business travel, employees are:

- Not permitted to reclaim for mileage

Please ensure that you are insured for using your car for business purposes. Valid receipts for fuel should also be included when claiming.

Taxis:

Taxis taken during business trips are:

- Reimbursable up to \$50 per trip

Always opt for public transportation instead of taxis unless you are in an unsafe area or it is impossible to do so. Always keep a receipt that includes the date. You can't claim trips from work to home.

Car rental:

You can rent cars if it's more cost-effective than taking public transportation or if it's not a practical alternative, and where public transportation isn't readily available. Please consult your treasurer if you are unsure. If Travelling with more than one individual, sharing of a rental car is required. Up to 4 people should share a vehicle.

b. Additional travel-related expenses

The following travel-related expenses are acceptable and will be reimbursed:

- Baggage (no more than 2 bags)
- Essential parking
- Tips (up to 15% - unless already included in the bill)

c. Accommodation

Hotels:

All employees should book accommodation for business trips via:

- **Suppliers directly or other online sites independently**

And where multiple booking options are provided, the most cost effective option should be selected. The individual is responsible for all hotel cancellations. If more than one person is travelling, care should be taken to ensure that employees and directors are staying in the same accommodations. At corporate events, the president or Treasurer may instruct you to book at a certain hotel. Compliance is mandatory.

Per diems:

These cover costs for meals when away from the office on business. Only claim these in countries where individual expenses are not normally. In most cases the meal rate maximum will apply. (see maximum spending limits in section d. Meals & Entertainment for more information. Rates should be set in line with local legislation.

Duty of care:

Always inform others of your location when travelling so the business can comply with Duty of Care requirements. Tell your manager or share your travel itinerary using Triplt.

d. Meals & entertainment

Employees can claim for meals while staying overnight or if away from the office for more than half a day when travelling for business.

The maximum spending limits are:

- Breakfast: \$15
- Lunch: \$25
- Dinner: \$50

Note: client meals and entertainment costs may exceed these costs. Please consult with your President and Treasurer on what is a reasonable amount.

All entertainment claims must include a business reason and the name and company of all attendees – even those who work for our company. This ensures we comply with the FCPA and also helps us apply the right tax treatment.

At meals/events' where more than one employee/director is present, the senior officer/employee present should pay for the expenses on his/her Corporate Credit/Debit card and multiply the maximum spending limits according to the maximum spending chart above. Take note of names and positions of all in attendance for reimbursement.

e. Other expense types

This section should be a list of other business-related expenses that are acceptable and in-policy.

The following business-related expenses will also be reimbursed:

- Professional membership fees (where relevant to your profession and agreed with your treasurer and President)
- Postage and packaging for business purposes

f. Exceptions

The following travel-related expenses will not be reimbursed:

- Laundry and dry cleaning
- Mini-bar purchases
- Bar bills
- Movies, online entertainment and newspapers
- Parking fines
- The loss/theft of goods
- Spa and health club usage
- Childcare or petcare
- Damage to personal vehicles
- Clothes
- Flowers, sweets and confectionary