

Corporate Travel Policy

Statement of Purpose

This document serves to clarify the means by which travel should be arranged and the parameters that must be adhered to when traveling for North lake Tahoe Resort Association (NLTRA) business purposes. It is NLTRA policy to reimburse employees, for ordinary, necessary and reasonable travel expenses when directly connected with or pertaining to the transaction of NLTRA business. All travel must be done in accordance with this policy to qualify for reimbursement. Those traveling on NLTRA business are asked to exercise prudent business judgment regarding expenses covered by this policy.

NLTRA Travel Policies

It is the intent of the NLTRA to allow for adequate accommodations for individuals who are required to travel on NLTRA business. It is also expected that these individuals will use discretion and good judgment in spending NLTRA funds.

Each individual traveling for NLTRA business is required to fill out a Travel Expense Form in order to be reimbursed. Receipts are required for all reimbursed expenses exceeding \$20. For employees using business issued credit cards, copies of receipts are to be submitted with the expense report and originals included with the coded monthly credit card statements. For all travel, completed expense reports must be submitted within 21 days of the conclusion of travel.

Business credit cards issued by the finance department are to be used for NLTRA business only. NLTRA issued business credit cards should be used for all travel and business expenses. Reimbursement of business related charges on personal credit cards will not be allowed unless approved by a supervisor. All business credit card users are to comply with the Certificate of Responsibility and Cardholder Agreement policy at all times. Personal use of the corporate credit card is strictly prohibited and violations are subject to disciplinary action.

Responsibilities and Enforcement

An organized and clear process for submitting expenses is crucial to ensure that all expenses are reimbursed in a timely manner. The Finance Department is responsible for ensuring that any expenses reimbursed or paid for by the company are in compliance with the Corporate Credit Card policy. When submitting a Travel Expense Form, any deviations from the policies detailed within this document must be explained on the expense report and expenses that are not in compliance with this policy require the written approval of the CEO, Finance Director and/or the Finance Committee.

The Finance Department and the NLTRA management are responsible for ensuring that this Corporate Travel Policy is available to all travelers, travel arrangers, accounts payable staff, and newly hired employees expected to travel.

Maintenance and updating of the Corporate Travel Policy is the responsibility of the Executive Director and will include collaboration with the Board of Directors and Finance/HR Director. Any questions or concerns regarding this travel policy should be addressed to the CEO/Executive Director or Finance/HR Director.

Travel Arrangements

Air Travel

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. NLTRA will reimburse or pay only the cost of the lowest coach class fare actually available for direct, or non-stop flights from the airport nearest the individual's office to the airport nearest the destination.

All individuals traveling on NLTRA business must travel in coach class unless using a free upgrade or have prior approval from the Executive Director. All airline tickets must be booked at the lowest available airfare. Travelers may not specify a preferred carrier if a lower cost fare is available.

Baggage Fees

Baggage fees will be reimbursed.

Rebooking Fees

Rebooking or change fees will be reimbursed for emergency situations only.

Lodging**Accommodation Selection**

The employee is responsible for making their own hotel arrangements for particular meeting, trade show or sales mission.

Room Type

Unless otherwise specified, a standard room is reserved.

Hotel Rooms for Local Meetings

If desired, for travel to a meeting location in excess of 50 miles, each way, from an individual's normal work location, hotel rooms can be arranged by the attending employee. For travel less than 50 miles, each way, from an individual's normal work location, the CEO/Executive Director must grant approval if a hotel room is requested due to the hours of the meeting, or other unique circumstances.

Car Rentals

Cars should be rented by individuals traveling on NLTRA business only when other means of transportation are unavailable, more costly, or impractical. Travelers must obtain the most competitive rate available. Car rentals for use on NLTRA site inspections must be pre-approved in advance by Tourism Director. All rentals should be for intermediate size cars or smaller, unless 3 or more people are traveling together or if an upgrade is provided by the rental company at no cost.

Travelers paying for a rental car using a credit card may receive limited loss and damage coverage through the credit card company or through their personal insurance and should review the terms of such coverage. Options for insurance should be researched prior to renting a car and unnecessary optional coverage avoided. If renting a vehicle outside of North America, purchasing optional insurance may be mandatory.

Individuals are required to refuel cars prior to returning them to the rental company to avoid additional fees.

Other Transportation

Travelers may utilize personal cars for NLTRA business travel if it is less expensive than renting a car, taking a taxi, or using alternate transportation. The use of personal cars for business will be reimbursed at the standard rate set by the State of California Human Resources Privately Owned Vehicle Mileage Reimbursement Rates. This mileage allowance covers all auto costs (e.g. gasoline, repairs, insurance, etc.) other than parking and tolls. The current reimbursement can be viewed on the State of California website at:

<http://www.calhr.ca.gov/employees/Pages/travel-personal-vehicle.aspx> .

When being reimbursed for mileage, the cost of refueling is included and not separately reimbursed.

If advance approval has been obtained from the CEO, an employee may use surface transportation for personal reasons even though air travel is the more appropriate mode of transportation. The total cost of personal car travel must not exceed the cost of airfare, based on the lowest regular coach fare available for the location of travel from a standard commercial air carrier plus, transportation costs to and from the airports and end destination.

If two or more individuals are traveling to the same location, it is recommended that the travelers share a ride.

All domestic rail transportation must be in economy class. Any international rail travel will be discussed in advance and will require approval by Executive Director.

The cost of taxis to and from places of business, hotels, airports or railroad stations in connection with business activities is reimbursable. Use of taxis is discouraged when more economical services (i.e.: airport shuttles, hotel vans, etc.) are available. Travelers are encouraged to utilize public transportation whenever feasible.

Meals and Entertainment

Personal Meal expenses are those incurred by those traveling on NLTRA business when dining alone or with a group of other employees. Personal meals must be itemized by meal and will be reimbursed up to \$75/day and include breakfast, lunch, dinner and any snacks, drinks, etc. Cost of alcoholic beverages will not be reimbursed for personal meals.

Award Point Programs

Individuals traveling for NLTRA business may retain award points and utilize the rewards for personal purposes. However, participation in these programs may not result in any incremental cost to the NLTRA related to transportation or lodging. Participation in award point programs may result in additional Internal Revenue Service (IRS) reporting requirements. It is the responsibility of the individual traveler to maintain required documentation for tax purposes.

Spouse/Guest/Personal Travel Combined with Business

Travel expenses for family members or guests are not reimbursable. However, a guest may share accommodations as long as there is no additional cost to the NLTRA as a result. Upon prior approval of the CEO/Executive Director, travel dates may be extended for personal reasons, but the traveler must pay all costs associated with the extended travel, including any difference in airfare from that which would have been the fare for the business travel date(s).

Telecommunications

When possible, making calls from hotels should be avoided. If the traveler has a cell phone, it should be used for making calls while in the continental US and charges may be billed to the NLTRA.

When internet connection is required during travel for the NLTRA and free internet connection is not available, charges are reimbursable up to \$20.00 per day.

Other Reimbursable Expenses

The following incidental expenses, when directly related to business travel, are reimbursable:

- Tips: 20% at restaurants; \$2 per bag
- Laundry/Valet: for trips in excess of five days; \$35 maximum
- Parking: Airport lots and hotel self parking if available
- Tolls
- Use of an exercise facility (up to \$15/day when free access to hotel gym is not available)
- Currency conversion for international travel

Receipts are required for all reimbursable expenses except bag tips.

Miscellaneous Travel Expenses

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. The Travel Expense Form must include an explanation of why such expenditures are being claimed. Miscellaneous expenses may include business office expenses, special fees for package deliveries, etc.

Payment and Documentation

Travelers must submit expense reports no more than twenty-one days after completion of travel and the following guidelines must be applied:

- Itemized receipts must be submitted for all expenses.
- Meal expenses must be itemized per meal on the expense report.
- When being reimbursed for mileage, actual mileage to and from destination are required.