

## **TRAVEL EXPENSE POLICY**

*Effective January 1, 2023*

ETS will charge clients outside of the Standard Territory for all necessary and reasonable travel expenses related to the normal conduct of business. The Standard Territory automatically includes a 50 mile, or 2 hours, radius from any of the following locations: Bloomington IL, Los Angeles, CA, and Las Vegas NV.

### **Travel beyond Territory**

Travel time beyond 50 miles, or 2 hours, one way is billed at 50% of otherwise applicable rates, plus expenses. Coordinating visits with other client practices in the area is desired whenever possible to save on Client expenses. Employee may choose whether to commute or stay overnight when out of Standard Territory. (Preference is for overnight if the schedule requires more than one consecutive day). Pre-approved travel outside of territory is reimbursable at the then current IRS mileage rate from the employee's base location, including miles traveled within the 50 mile radius if the ultimate destination is beyond 50 miles.

### **Hotel**

For overnight stays requiring a hotel, clients will be charged for the cost of single room lodging typically occupied by business travelers if employee is traveling alone, or for the cost of a double occupancy room if traveling with a coworker with whom sharing a room is an appropriate option. The minimum corporate rate will be requested when available. Hotel expenses are charged to Client at cost. Client may request a copy of any receipt, which shall not be unreasonably withheld by Company. If a trip is cancelled by the Client after the room has been booked, the entire amount of the hotel room is still due, unless a refund can be reasonably obtained.

### **Meals**

Meals will be charged on a per diem basis for pre-approved overnight stays at the rate of \$50 per day.

### **Air Travel**

Employees will use reasonable efforts to determine the lowest direct airfare. All flights will be booked as far in advance as possible. Any fares booked with less than seven (7) days advance notice must be approved by the Client.

If a trip is cancelled by the Client after the ticket has been issued, the entire amount of the ticket is still due, unless a refund can be reasonably obtained. All air travel expenses are charged to Client at cost. Client may request a copy of any receipt, which shall not be unreasonably withheld by Company.

### **Car Rental / Ride Share**

Employees will use reasonable attempts to rent a car at their destination when it is less expensive than other transportation modes such as ride share, taxis, airport limos and airport shuttles. The least expensive size car appropriate for the trip should be used. All car rental and ride share expenses are charged to Client at cost. Client may request a copy of any receipt, which shall not be unreasonably withheld by Company.

### **Out of Pocket Expenses**

Additional out of pocket expenses, such as parking, tolls, etc. are charged to Client as cost. Client may request a copy of any receipt, which shall not be unreasonably withheld by Company.