

## Travel Policy

**Business Travel:** Team members will be reimbursed for customary and necessary, but reasonable travel expenses directly connected with authorized business. Such expenses must be properly documented, supported by receipts and submitted within 30 days on a Xerox Business Solutions Southwest expense report.

All business travel requests / reservations must be made using Xerox Business Solutions Southwest's Travel Request Form, located on the Intranet. Reservations and/or travel made outside of this process may not be reimbursed, at the discretion of the head of the Finance and Administration and the Human Resources departments.

To ensure the best travel rates, team members should input travel requests at minimum 14 days in advance. Best rates are generally found between 14 and 20 days before travel occurs. It is highly recommended that travel be booked during this period. Travel booked with less than 14 days' notice will be reviewed and an explanation for the delay may be request.

**Air Travel:** Xerox Business Solutions Southwest's goal is for travel time to be reasonable for each team member. This includes the goal of booking direct flights or flights with no more than one stop and limited lay over time when possible. When travel times are essentially equal, the lowest fare must be selected although an alternative flight no more than \$100 above the lowest fare may be selected if it better suits the team member. Open returns, back to back, and double booking is prohibited. Exceptions to this must be approved by the Vice President of Finance. Airfare rates above of \$750 require approval of the Vice President of Finance before booking.

**Hotel Stays:** Accommodations will be booked in a safe, clean, convenient, and mid-range hotels with interior corridor room entrances, i.e. access to guestrooms is from an interior lobby and/or hallway. When Xerox Business Solutions Southwest preferred hotels with negotiated rates are available, team members are expected to use these locations unless space is not available. Hotel rates above \$150 a night must be approved by the Vice President of Finance before booking. Team members are responsible for canceling reservations should such be required. If the team member fails to do so, he/she may be required to assume responsibility for the cost of the hotel, based on a review by the head of the Finance and Administration and the Human Resources departments.

**Vehicle Rental / Ground Transportation:** Cost, safety, and convenience should all be considered when evaluating the use of ground transportation and vehicle rental. Reasonable expenses for taxi, bus, tolls, or shuttle van ground transportation are reimbursable. Vehicle rentals are authorized when travel schedules do not permit safe use of ground transportation or when the cost of ground transportation equals or exceeds the cost of a rental vehicle. Rental vehicles should be midsize or smaller. Rental of larger vehicles must be approved in advance, before booking, by the Vice President of Finance. Rental of GPS units from the rental company

is prohibited. Team members should use their own GPS or smart-phone application to navigate in a safe manner. Team members traveling to the same location should seek to coordinate itinerates as a means of reducing transportation / vehicle rental costs. Team members should determine if a coworker local to their destination is able provide them transportation before using ground or rental options. Travel for business purposes by motorcycle is prohibited.

**Frequent Travel Programs:** Team members may keep frequent flyer, hotel guest, car rental, and other awards earned while traveling on business but must not cause inconvenience or additional expense in order to accumulate such awards. Reservations for authorized business travel will be undertaken solely on business merit and without regard to frequent traveler programs.

**Meals:** Team member meals are authorized when team members dine alone while traveling for business purposes. Business meals, involving two or more team members or a team member(s) and non-team member(s) and a business discussion, are also reimbursable. Meal costs should not exceed \$25 per meal, excluding tax and tip. Tips should be between 15% and 20%. The senior most team member should purchase the meal. Exceptions to this policy should be approved by the President or head of Finance and Administration, Information Technology, Operations, Service, Sales, or Human Resources department.

**Mileage:** Team members are reimbursed for mileage if they drive their personal vehicle for business purposes. Mileage is reimbursed at the rate of \$.58 per mile. Team members eligible for Xerox Business Solutions Southwest's vehicle program are not eligible for mileage reimbursement and should not drive their personal vehicles for business purposes. If travel is requires for these individuals and they do not take advantage of Xerox Business Solutions Southwest's vehicle program, coordination with team members who drive a Xerox Business Solutions Southwest vehicle should be made in advance of the travel. Exceptions to this must be requested in advance from the Vice President of Finance. All team members are encouraged to review Publication 463 of the Internal Revenue Service: <http://www.irs.gov/pub/irs-pdf/p463.pdf> for information related to travel expenses that are not reimbursed.

**Parking:** Parking of a personal vehicle at a flight originating airport lot is reimbursable. Long term lots should be used, unless return arrival time and lot location / security makes such unsafe.

**Incidentals:** Reasonable tips for waiters, bellhops, baggage carriers, etc. should be based on quality of service and are reimbursable.

**Non-Reimbursable Expenses:** The list below provides examples of expenses that are not reimbursable. It is not a comprehensive list. If you are unsure, ask before you incur an expense.

- Laundry, cleaning, and clothes pressing, unless the trip exceeds five sequential working days
- Hotel internet and telephone charges

- Baggage charges for second and subsequent checked bags, unless the trip exceed five sequential working days
- In flight internet access, unless flight time exceeds two hours
- Personal items such as tobacco, clothing, hair care products and services, shoeshines, in room movies and other entertainment, reading materials, travel insurance, toiletries, personal expenses such as babysitters, pet sitters, house sitters, briefcases, luggage, etc., and any other non-business-related expense
- Health club and other work out related fees
- Vehicle repair, locksmith costs, and parking fines
- Travel program fees / costs
- Replacement of lost personal items
- Airfare upgrade charges and other inflight costs

**Combining Personal and Business Travel:** Combining personal and business travel is acceptable as long as the travel is consistent with this policy and does not increase cost to Xerox Business Solutions Southwest. Additional costs and costs related to the personal travel should be paid for by the team member. Business expenses reimbursed should not exceed the amount the business travel, without the addition of the personal travel, would have otherwise cost.

**Travel Advances:** When necessary, on a case by case basis, team members may request an advance against a future expense report for business travel. In general, hotels and lunches during training are paid for with a Xerox Business Solutions Southwest corporate card. Beyond this, advances for mileage and other meals may be requested. Request must be approved by the team member's supervisor and the Vice President of Finance.

**Workers Compensation:** All team members traveling on business are covered for injury by Xerox Business Solutions Southwest's Workers Compensation program. Contact Human Resources Team Members or your supervisor for information.