

# Travel & Expense Policy

eFileCabinet will reimburse employees for reasonable business travel expenses incurred while on assignments. All business travel must be approved in advance of booking by the immediate Supervisor, Executive Management, and the assigned finance department budget manager. Once travel plans are approved, it is the employee's responsibility to make their own travel arrangements with guidance and assistance from their supervisor on procedures related to expense reports, reimbursement for specific expenses, or any other business travel issues. As a reminder, our company bonus plan is impacted by operational efficiency. The money you save will positively impact our bonus amounts.

## Flights

We reimburse the lowest cost non-stop main cabin fare. If you are flying internationally you are able to upgrade one class of service (ex: main cabin → comfort). For Delta flights, please select that your company is a corporate program rewards member and include our SkyBonus number on your reservation: US0114344.

## Transportation

When there is a business need for a rental car, economy class cars are reimbursable. Circumstances requiring a different class of vehicle must be approved in advance by the Finance Executive Manager. We encourage the use of both public transport and uber in cities where they are easily available, as a rental car is often not a cost-effective or efficient option in these locations.

## Lodging

We encourage booking at either a Marriott, Hilton, or Hyatt and will reimburse the lowest cost hotel option within a reasonable distance of your destination. In larger cities, staying slightly further away from your destination may be recommended as centrally located hotels can be 2-3x as expensive. Should you choose to forgo hotel accommodations and stay with a family member or friend while traveling, you may spend up to \$50 to purchase them a gift expressing our gratitude for their hospitality.

eFileCabinet covers room and tax hotel charges, all incidental expenses are to be covered by the employee. A folio from the hotel is the only acceptable form of receipt to document expenditures.

## Food Allowance

You are allowed to spend up to \$75 a day on food (including tips) while traveling; alcoholic beverages are not reimbursable. The daily allowance must be spent within that day, and any

amount remaining is forfeit. All food purchases should be made on the company credit card, if provided, with all itemized receipts noted and attached on your expense report and broken out by day.

## Mileage Reimbursement

If an employee needs to use their personal vehicle for business travel, it must be approved in advance by the immediate supervisor and budget owner. eFileCabinet will reimburse the employee at the current IRS mileage reimbursement rate. Gas rates are included in mileage reimbursement and will not be reimbursed as an additional expense.

## Reimbursement

When travel is completed, employees must email a completed travel expense report to both [expenses@efilecabinet.com](mailto:expenses@efilecabinet.com) and their manager in the month in which expenses are incurred. Reports must be accompanied by itemized receipts for all individual expenses and receive approval from both the immediate supervisor and budget owner. When approved, the actual costs of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed. Reimbursements are paid out on the 2nd payroll period of each month, the reimbursement form must be turned in with all applicable receipts and approvals by the 25th of each month for it to be included in that month's payroll..

## Accidents

If you are involved in an accident while traveling on business, you must promptly report the incident to your immediate supervisor. Vehicles leased or rented by eFileCabinet may not be used for personal use without prior approval.

## Travel to eFileCabinet's Office

### Transportation

For trips to eFileCabinet's office in Lehi, employees should make all reasonable efforts to secure the lowest cost mode of transportation. We recommend riding sharing services such as Uber or Lyft, or the Front Runner train. Where cost is comparable, economy class rental cars are reimbursable.

### Hotel

Accommodations are available under the eFileCabinet account at the Lehi Holiday Inn Express. To set up a reservation please email the guest's name and dates of their stay to [sales.hiexlehi@gmail.com](mailto:sales.hiexlehi@gmail.com). We have a corporate card on file to cover room and tax, the employee will need to provide a personal credit card for all incidental charges.

### Food

You are allowed to spend up to \$50 a day on food (including tips) while traveling; alcoholic beverages are not reimbursable. The daily allowance must be spent within that day, and any amount remaining is forfeit. All food purchases should be made on the company credit card, if provided, with all itemized receipts noted and attached on your expense report and broken out by day.

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Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by you, will be grounds for corrective action up to and including termination.

Any questions regarding eFileCabinet's travel policy can be directed to your manager, the head of finance, or the manager of people and places.

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