



## PRISM

### STAFF TRAVEL POLICY GUIDELINES

**PRISM recognizes the obligation to reimburse employees for ordinary and necessary travel expenses incurred while conducting PRISM business.**

Employees will be reimbursed for the cost of authorized travel to any business-related meeting, attendance at training or seminar programs, or attendance at an out-of-area conference. Reimbursement may be made upon written request and accompanied by appropriate receipts, if the travel has been budgeted, scheduled, and previously authorized by the employee's supervisor. In all circumstances, employees should use the most cost-effective and efficient form of travel. All requests for reimbursement and supporting documentation must be submitted within 14 days of the completion of a trip, and if submitted after this date the late submission will need Finance Department approval.

#### Covered Expenses

No per diem limit is set; however, employees are expected to use prudence and good judgment in selecting the most cost and time efficient mode of travel, accommodations, meals, fees, and related incidental costs. Otherwise, reimbursable costs deemed excessive by the Chief Financial Officer will not be reimbursed. Travel expenses for spouses or guests of staff members will not be reimbursed.

#### Automobile Expenses

Employees of PRISM will be reimbursed for costs associated with driving their personal automobile on PRISM business based on the rate established by the Internal Revenue Service (IRS) at that time, which contemplates expenses such as wear and tear on the vehicle, gas, insurance, etc. While driving on PRISM business the employee's personal auto insurance is intended to provide the primary insurance coverage.

Employees who operate their own vehicles on PRISM business may do so provided the conditions set forth in the Employee Handbook regarding The Use of Personal or Rental Vehicles for PRISM Business are followed.

PRISM will reimburse for mileage from the point of departure to the point of return. The mileage reimbursement shall be based on the most direct or commonly traveled route. In the event that an employee elects to drive when airline travel is more cost-effective and efficient, the employee will be reimbursed only for the cost of the travel expenses they would have incurred if flying. In addition, if driving is less efficient and results in more time away from work, the employee will be required to use accrued vacation or administrative leave to cover the lost time.

#### Rental Car or Ride Sharing

Rental vehicles should be used only if it is the most economic transportation considering the availability and cost of shuttle, ride-sharing and taxis. For PRISM business, a PRISM employee may elect to rent a vehicle in lieu of driving a personal vehicle and submitting for mileage

reimbursement. Reasonable efforts should be made to share rental vehicle and transportation expenses with other employees when appropriate. The size of the vehicle rented shall be appropriate to the length of the trip and the number of people being transported. PRISM does not reimburse for insurance coverage on rental vehicles. Employees may choose to purchase the optional liability and/or physical damage insurance offered by the rental company at their own expense. In addition, upgrades and upgraded features (such as satellite radio) will not be reimbursed. Employees are advised to investigate the fuel policy of the rental agency to avoid excessive refueling charges upon return of the automobile.

## Airline Ticket

PRISM will reimburse employees for the cost of transportation fares for travel by air, rail, or bus. All efforts should be made to obtain the lowest coach fare available however if the lowest cost fare carries additional fees and substantial restrictions for baggage, cancellation or seat selection it is acceptable to select other than the lowest cost or base fare.. Whenever possible, employees should book at least 14 to 30 days in advance and a non-refundable ticket.

In most cases, if there is a need to cancel an airfare reservation, an airfare credit will be issued. This can be used by the ticketed passenger within a calendar year and subject to individual airline requirements. This credit should be utilized by the employee for future PRISM travel. It is the employee's responsibility to keep track of flight credits, and use the credit for the next possible flight booking.

Trips are considered to be long-distance when traveling by commercial airline, to either domestic or international destinations, in which the travel time from the airport of origin to the destination is more than (4) four hours. On long-distance trips, PRISM will reimburse the cost of an upgrade to the next class of service above the economy class. For example, premium Economy, regardless of airline-specific naming (e.g., Premium Plus, Premium Select, Premium Comfort, World Traveler Plus), is considered part of the economy class. For the purposes of this policy, the next class of service above economy class means Business Class on international flights and Business or First Class on domestic flights, where this represents the cabin class immediately above all economy class variations.

## Wi-Fi

PRISM will reimburse the costs to obtain in flight Wi-Fi services when used to conduct PRISM business and to enhance the employee's ability to work and attend to matters requiring their attention while traveling.

## TSA-Pre Check

PRISM will reimburse expenses for an employee to obtain TSA Pre-Check, subject to their supervisor's approval. The TSA designation is intended to expedite the check-in process for flights which will reduce stress for our employees and ensure that they are not delayed while traveling.

## Frequent Traveler Programs

Employees may choose to sign up for a frequent traveler program with airlines, hotels, rental car agencies, etc. If they do, the employee may retain any benefits earned while on PRISM business, however, employees should use their judgement in booking travel based with the most appropriate company, not only the one they have a frequent traveler program with.

## Airport Parking

PRISM will reimburse the cost of parking in the Daily Parking area, which is the multi-story garage at the Sacramento Airport (except for the first floor, which is the hourly parking lot). This is the covered parking available for Terminals A and B. If the Daily Parking area is full or unavailable, PRISM will also reimburse the cost of parking in the regular daily and economy lots.

## Lodging

PRISM will reimburse the actual cost for average accommodations up to the single occupancy rate. The IRS states that expenditures for lodging cannot be lavish or extravagant.

Government, corporate, or conference rates should be requested when available. If a government, corporate, or conference rate is not available, PRISM will reimburse the single occupant rate.

Movies and other entertainment charged to the room will not be reimbursed. Health Club charges, golf, mini-bar, and other personal services will not be reimbursed.

The detailed itemized bill from the hotel **must** be submitted as supporting documentation for reimbursement. In addition, the detailed bill for any restaurant expenses charged to the room must be submitted.

## Meals

Meals for employees while away on PRISM business or while conducting PRISM business will be reimbursed. The IRS states that expenditures for meals cannot be lavish or extravagant. Regardless of the cost of the meal, employees must provide documentation on:

1. who attended
2. business purpose
3. how much it cost
4. where the meal was taken
5. the date

Receipts are required for all meals. The itemized receipt showing the items ordered is required in addition to the credit card slip. The itemized receipt shows us how many people were involved with the meal and helps us determine if the meal does not fall into the "lavish or extravagant" category as mentioned in the IRS Publication. If it is impossible to get a receipt or if you lose a receipt for a meal, please document why a receipt is not provided.

When lunches or other meals are included with conference or meeting registrations and the employee is registered for these meals, an alternate meal expense will not be reimbursed. For example, if an employee chooses not to attend the provided lunch, PRISM will not pay for an alternative lunch.

## Alcohol

Employees are expected to act responsibly while on PRISM business, and as such, the cost of an alcoholic beverages will not be reimbursed as part of the meal expense. If alcohol is purchased during a meal after business hours, please ask that the alcohol charges be placed on a separate tab.

## Full-time Remote Employees

Some PRISM employees have been pre-approved by the CEO for full-time remote work as a condition of employment. These employees are different than other employees who work remotely in that their offer letter included approval for full-time remote work and their remote work agreement was modified to include how and when they would be reimbursed for travel to the PRISM office. Employees and supervisors should reference this policy, the employee's offer letter and remote work agreement when approving expense reimbursement claims. Employees and supervisors should not assume that an employee was approved for full-time remote work and travel reimbursement unless the employee's offer letter and remote work agreement specifically identify them as such and regardless of where they live or how often they come into the office. Please note, if an employee was approved by the CEO for full-time remote work at a later point in their tenure, the employee may not have this information reflected in an offer letter, however the remote work agreement will reference what has been approved.

## Miscellaneous

Other permitted purchases include:

- Parking and Tolls – Parking expenses or toll fees incurred while on PRISM business.
- Baggage and Shipping – The cost of sending baggage or meeting material between your regular work and the meeting location.
- Gratuities - Tips at the standard 20% on meals are reimbursable. Tips on meals should be included as part of the cost of the meal on the travel expense report. Tips to bellhops, maids, etc. should be totaled and listed separately on the travel expense.
- Miscellaneous – any other business-related purchases not named above which have been approved by the supervisor, purchase order or within budget authority.

## Non-Reimbursable Expenses

The following are items that will **NOT** be reimbursed by PRISM:

- Fines for parking or moving violations
- Movies, health club fees, golf, other personal entertainment
- Laundry services

- Lost or stolen personal property (including cash)
- Costs incurred at home, such as childcare, pet care or lawn/home maintenance, cleaning services
- Personal expenses such as haircut, toiletries, clothing, etc.
- Costs incurred due to unreasonable failures to cancel transportation or hotel reservations
- Companion expenses (including travel, meals, and additional driver costs on rental cars)
- Life, flight or baggage insurance
- Excess baggage charges for personal items (i.e., golf clubs, skis)
- Unnecessarily excessive costs (i.e., very expensive restaurants or exclusive hotels) not warranted by the circumstances. The IRS states that expenditures for meals/lodging cannot be lavish or extravagant
- Charitable or political contributions
- Mini-bar items
- Alcohol
- Excess baggage or heavy weight charges if due to personal items.

***Note: This list is not meant to be all-inclusive. Other items may be deemed non-reimbursable upon review.***

## PRISM Corporate Credit Card

PRISM has determined that it is beneficial to issue certain employees a corporate credit card strictly for business purposes. All purchases must be documented and submitted to the Finance Department with receipts attached within 14 days of the purchase date.

The employee is prohibited from making non-business-related purchases on the corporate credit card account without prior approval. When there is an occasion that involves both business and personal expenses, use of the corporate card depends on which expense is predominant. If the predominant expense is personal, use of the corporate card is prohibited. However, should the majority of the expense be business related, the corporate card may be used and any personal charges incurred must be reimbursed to PRISM.

Personal charges must be reimbursed to PRISM by means of immediate reimbursement (cash, check, or other cash equivalent) or by payroll deduction from the next payroll period.

The credit card may be revoked for misuse and/or abuse at any time and at the sole discretion of PRISM.