Company Travel Approval & Reimbursement

Purpose:
To establish the guidelines for reimbursing employees for reasonable and necessary expenses incurred during company-approved business travel.

Scope:
All Employees

Responsible Party:
GMs, GSMs, Directors

POLICY

Policy Statement
Work travel is necessary from time-to-time. Pre-approval is required. Qualifying employees must follow policy guidelines for reimbursement of out-of-pocket expenses.

Policy:
All full-time employees, authorized to travel for business purposes, are eligible for travel expense reimbursement.

Pre-Approval Requirements:

- All travel plans must be pre-approved by the employee's direct supervisor prior to booking any travel arrangements.
- Employees should utilize company-preferred vehicles, travel vendors, and booking platforms whenever possible to ensure cost-effectiveness.

Reimbursable Expenses:

- Transportation:
    - FTCP grounded units/vehicles should be used whenever possible.
        - Fuel costs will be reimbursed by the company.
    - If driving a Personal Vehicle is the only option, mileage will be reimbursed at a rate of $0.45 per mile.
    - Economy class airfare on direct flights (when applicable).
    - Company-approved rental car with a NON-LONG-LEWIS rental company (e.g., Avis; Enterprise; Hertz; etc…).
        - *Employees are NEVER allowed to rent a vehicle through a Long-Lewis Rental department for business travel.*
    - Parking fees associated with business travel.

- Lodging:
    - Standard hotel accommodations at a reasonable rate based on the travel destination.
        - Check with Employee Relations for the list of approved hotels near each of our dealerships.

- Meals:
    - Free Breakfast provided by hotels should be taken advantage of.
    - The company will reimburse for reasonable Lunch & Dinner costs, excluding alcoholic beverages.

- Other Allowable Expenses:
    - Reasonable incidentals like local transportation and internet access while on business travel.
    - Conference registration fees (with prior approval).

Non-Reimbursable Expenses:

- Personal travel expenses (e.g., extra luggage fees, upgrades).
- Alcohol
- Expenses in excess of what is considered reasonable, without prior approval.
- Entertainment costs unless directly related to a business meeting or client event (with prior approval).
- Travel expenses incurred due to personal negligence or failure to follow company travel guidelines.

Expense Reporting:

- Employees must submit a detailed expense report within [10 days] of travel completion, including receipts for all reimbursable expenses.
- Reimbursement Requests:
    - A Business Expense Report must be completed for any reimbursement considerations and all receipts must be turned in along with the completed form.
    - The form can be found on the Company Hub.
      Click Path: Admin > HR Help for Managers > Other > Business Expense Report