



# **AMP United, LLC**

## **Travel and Expense Reimbursement Policy**



### **Purpose**

It is the intent of AMP United, LLC to allow for adequate accommodations for individuals who are required to travel to conduct business on behalf of the company. It is expected that those traveling on AMP United business will do so in accordance with this policy, while also using discretion and good judgment.

### **Eligible Reimbursements:**

Airline flight and baggage fees	Lodging Fees
Meals/Tips (tips not to exceed 20%)	Parking Fees/ Tolls
Rental Vehicle/Taxi/Rideshare	Mileage (per personal vehicle use)
Misc. Preapproved Expenses (ie. Materials)	Gas (only for rental vehicle)

### **Travel Arrangements:**

Before making travel arrangements, AMP United Employees must complete a *Request to Travel Form* listing the business reason for travel, the departure and arrival destination, the duration of the trip and job number. **All travel must be approved by your manager and a completed expense report must be submitted within 10 business days of the conclusion of travel.**

Each individual traveling for business is expected to complete an AMP United Expense report in order to be reimbursed for covered expenses. **Receipts are required for all expenses.**

Corporate credit cards are to be used for AMP United business activities only, personal use of the corporate card is strictly prohibited. Copies of receipts are to be submitted with the expense report and originals included with the coded monthly credit card statements. For further information please refer to the AMP's Corporate Credit Card Policy.

**Flights:** All individuals traveling on AMP United business must travel in coach class with the lowest available airfare (upgrades will not be covered)

The following criteria will be utilized to determine lowest available airfare.

- The flight's departure or arrival time is within two hours before the requested departure or arrival time.
- One stop or connecting flights must be booked if savings of \$100 or more can be achieved;
- Travelers may not specify a preferred carrier if a significantly lower cost fare is available.
- Baggage Fees: Baggage fees will be reimbursed.
- Rebooking Fees: Rebooking or change fees will be reimbursed for emergency situations only.



### **Lodging Accommodation Selection**

AMP United will cover or reimburse for the cost of hotel room and tax only, additional service charges for incidentals, etc. must be covered by the employee. Approval is needed for rooms that are more than the established GSA rate for that specific region. Details can be located here:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

*Cancellation:* All rooms will be guaranteed for late arrival when booked. The person traveling must either notify your local admin or cancel their own room reservation, by the required deadline if they will not need the room, to avoid a “no-show” charge. If the cancellation is made directly with the hotel, travelers must request and retain a “cancellation number” as documentation of the transaction or be held personally responsible any charges incurred.

### **Car Rentals**

When booking vehicle rentals through Hertz (HBR502414) and Enterprise/National (AQT164K) please use our account numbers to obtain the most competitive rates available. Car rentals require a personal credit card at the time of rental and will also require an expense report for reimbursement. Car rentals can be completed by your local admin

Both Hertz and Enterprise/National are direct bill vendors and will charge AMP United directly rather than a personal credit card. Car rentals using this method please contact our corporate office in Dover, NH at 603-318-0022. Employees must request an invoice upon return.

All rentals should be for standard size cars or smaller, unless 4 or more people are traveling together or if an upgrade is provided by the rental company at no cost. When renting vehicles for business use, employees are required to take pictures of the vehicle condition and any dings or scratches when picking up the vehicle and dropping it off. Employees must have their own liability insurance and must add collision insurance to the rental.

*Refueling:* When renting cars, individuals are required to refuel cars prior to returning them to the rental company to avoid additional charges. Receipts should be detailed gas receipts, prepay receipts for gas will not be accepted.

### **Other Transportation**

Employees may utilize taxi, rideshare services or personal vehicles for AMP United business travel if it is less expensive than renting a car. For employees using their personal vehicle, mileage will be reimbursed at the federal standard rate set by the US General Services Administration under Privately Owned Vehicle Mileage Reimbursement Rates. This mileage allowance covers all auto costs (e.g., gasoline, repairs, insurance, etc.) other than parking and tolls. **\*When being reimbursed for mileage, the cost of refueling is included and not separately reimbursed.**



The current reimbursement rate is \$.56 per mile and can be viewed on the GSA website at <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>

**Meals**

Personal meal expenses are covered during the duration of business travel for AMP United. Meals being expensed should not be lavish or excessive. Alcoholic beverages will not be reimbursed. Gratuity should not exceed 20% of the cost of the meal. Receipts for meals (where tipping is standard) should include itemized details of the meal along with the total cost including tip. Daily total allowance for meals must not exceed GSA's daily rate of \$79.

**Travel Pay**

Travel pay will be determined by governing State and Federal Regulations.

\*AMP United does not give cash advances.

**I agree to adhere to the AMP United, LLC Travel Policy.**

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_