



EMPLOYEE TRAVEL & BUSINESS EXPENSE GUIDE



INTRODUCTION

This guide is intended to aid **ATHENS NETWORK OF COLLABORATING EXPERTS (ANCE)** business traveler and ANCE management by setting forth guidelines and reporting requirements related to ANCE expectations and regulations.

All travelers and Managers bear responsibility for cost-effective business travel. Each Manager should carefully review and approve all Expense Reports. Items not considered reimbursable should be brought to the attention of each employee prior to being submitted to Accounting.

While these guidelines are intended to be comprehensive, it is impossible to anticipate every situation encountered by a traveler. The traveler, is expected to apply these guidelines on a conservative basis, consistent with normal living standards and, where the policy is silent, to exercise good business judgment.

The purpose of this policy is to:

- a) Describe the types of expenditures that are reimbursable by the company.
- b) Inform employees of their responsibilities to control and report travel and entertainment.
- c) Describe the process for an employee to file and obtain travel expenses and reimbursement.

GENERAL TRAVEL POLICY

It is the Organization's policy to reimburse employees for all expenses necessary, reasonable and actually incurred when traveling on authorized company business.

Travel expenses must be properly documented and approved on a Travel Expense Report. It is each employee's responsibility to adhere to policy when involved with expenditures on behalf of the company. Further, it is the responsibility of the manager to be familiar with the reason for the expenditures and to be satisfied that they have been reported in a manner consistent with the recognized policy.

Employees are expected to:

- a) Exercise good judgment with respect to expenses.
- b) Spend the company's money as carefully and judiciously as they would their own.
- c) Report all expenses and advances promptly and accurately with required documentation.



PROCEDURES:

1) *Travel Agent Procedures*

Goldair Tourism is our Corporate Travel Agency. Travel arrangements may be booked through any available agent.

The travel agent will be responsible for obtaining the lowest fares and lodging expenses available. If you need to stay at a particular hotel that is more expensive than the designated hotel, you must have proper justification to do so before travel arrangements are booked. The same procedure applies for cars, airfares, etc.

2) *Air Travel*

All employees traveling via air carrier must utilize Lowest Fare Routing (LFR). LFR is quoted logical lowest fare for the business trip, which will (where possible):

- a) Provide cost savings for the round trip air ticket.
- b) Require no more than one interim stop each way.

Exceptions to this policy statement will be allowed with approval by the employees' supervisor so that additional cost is authorized.

All travel reservations should be made as far in advance as possible to take advantage of available discounted airfares.

Business and First Class travel is not allowed unless it is at the employee's expense. Employees who are enrolled in airline incentive programs are permitted to utilize their personal upgrades along with the Organization's booking of the lowest available fare.

Reasonable stopovers enroute may be approved provided that:

- a) They do not interfere or adversely affect achievement of the desired business objective.
- b) They do not result in any significant loss of work time.
- c) The travel expense claimed from the Organization does not exceed either the actual cost, or the cost of the applicable air fare between the place of departure and the business destination, whichever is the lesser.
- d) Approval must be obtained in advance from the appropriate manager.

If such a stopover is made, the Organization, assumes no responsibility or liability of any kind for any employee actions or activities during or occasioned by the stopover.

Employees will be required to submit all company paid airfare receipts incurred while traveling. Used airline tickets should be attached to your expense report.

Boarding Passes are also requested to be kept from the travelers and submitted within the expenses report.

3. *Car Rental*



The travel agent will be able to tell you which rental agency we use at the time you make your reservations.

All travelers must keep in mind the listed guidelines:

<u>Number of Travelers</u>	<u>Class of Car</u>
1-2	Compact
3	Intermediate
4-5	Full Size or Wagon

Insurance should not be purchased from the rental agency and will not be reimbursed. All drivers **must hold a valid driver's license or a car may not be rented.**

Car rentals are generally the most expensive mode of transportation and should only be used when the nature of the trip or the locations of the customer being visited is such that the use of local transportation (i.e. taxis or limousines) is not practical or would be more expensive.

4) *Personal Auto*

An automobile personally owned by an employee will be compensated when actually driven for such purpose and will be reimbursed a fixed amount of <€0.45> per km. Mileage should be fully documented as to date, starting location, ending location, persons visited, the business purpose. In case that the employee uses his/her own car for a project purposes, the amount of reimbursement will be that as it is defined in the programme guide.

5) *Taxis*

Taxis should be used when other reasonable and less expensive forms of transportation are not readily available. When taxis are used, they should be shared to the maximum extent possible by employees traveling. A receipt for the fare charged must be obtained by the taxi driver.

6) *Hotels*

At the time the hotel reservations are made through the organization's travel agent, the best available rate with reasonable quality accommodations, at the most convenient location, will be obtained. The travel agent has an extensive list of qualified hotels worldwide that provide the most advantageous rate to the Company.

7) *Meals*

The employee should normally select restaurants which are reasonably priced for the locality and which are consistent with normal living standards. Receipts must be attached for all meals purchase while on business.

Business related meals for customers or with other employees must be described as follows: date, amount, place and explanation of nature of business. A list of names of those entertained must be included. A receipt is required for all entertainment expenses regardless of the amount. Business conferences over meals may be reimbursed with proper approval. Wine and bar tabs are reimbursable only if they are associated with a business meeting and are not excessive. Entertaining other employees, unless for stated business purpose, is not a reimbursable expense.

8) *Long Distance Calls*



Employees traveling on organization's business are permitted a reasonable number of telephone calls home to verify arrival at destination, make arrangements for returning home, and to take care of urgent personal matters which cannot wait. Calls must be realized from the hotel telephone in order to be registered in the bill that the traveler should pay during the check out. In some cases, cellular phone can be provided to the traveler.

9) *Cash Advances*

Upon Request, frequent ANCE business travelers will be given an advance to provide funds for authorized future company expenses. A cash advance of up to Euro **50,00** per day of travel be requested by completing the form "**Planning of a business trip**".

All requests for Travel Advance must be approved and submitted to the Accounting department at least (3) business days prior to the traveler's departure.

Any excess of advanced funds over expenses must be remitted promptly with the expense report. You may not request any further advance if you currently have an advance outstanding that has not been resolved (from previous trips).

12) *Miscellaneous*

The payment of tips and gratuities should be limited to those situations and services where such payments are normal practice. The amount of percentage of any gratuity paid should not exceed that which is reasonable and customary for the particular type of category of personal service. The range of 5-10% is considered applicable to most forms of personal service, including restaurant service.

The following are **not** reimbursable:

- In-room or in-flight movies
- Personal reading materials
- Airline, hotel and car rental club memberships
- Restaurant count club memberships

RECEIPTS (PROOF OF PAYMENT)

The organisation request that receipts for all expenditures be submitted, and receipts must be submitted for all expenses. ANCE will not reimburse any without a receipt.

APPROVAL

All Expense Reports must be approved by the General Manager and by the project manager (if the travel is being made under a project). Expense reports must be submitted to the Accounting Department within 10 (ten) days after the returning of the traveler by using the form "travel expenses".

TRAVEL EXPENSE REPORT

ANCE requires that traveling personnel maintain an adequate record for each trip and post all pertinent information in support of each expenditure (who, what, why, when and how much). Travel Expense Reports are due no later than ten (10) days upon the traveler's return.



BUSINESS EXPENSES

Employee's Responsibilities

- 1) Use good judgment when incurring business expenses. Consider less expensive alternatives to a trip such as conference call.
- 2) Submit expense claims (expense reports) within 7 days for trips requiring air and or overnight travel.
- 3) Obtain appropriate approval signatures.
- 4) Provide accurate actual expense details on the appropriate form for reimbursement. Adequate documentation includes daily recording of actual expenses by categories in Euros. All required fields must be completed with original receipts.
- 5) Use company travel agencies for all airfare, automobile rental, and lodging.
- 6) Adhere to meal guidelines.
- 7) When possible schedule travel 15 days in advance.
- 8) Repay company amounts due promptly.
- 9) Please be sure that your expense reports are properly approved by someone who can sign for your cost center or department and dollar value.
- 10) Approving manager may not be a direct or indirect, beneficiary of the expense being approved. For example, an expense report for business meetings must be approved by the next highest level of management not in attendance.
- 11) Receipts are required for reimbursements of all authorized business expenses. The receipt must identify the name of establishment, date, actual amount incurred, description, and receipt of payment.

Approver's Responsibilities

- 1) Ensure all expenses are reasonable, in support of business goals, and in accordance with ANCE's policy.
- 2) Approve expenditures for which no direct or indirect benefit (e.g. in attendance at the meeting) was received.
- 3) Only authorize reimbursement for air, car, and hotel expense if booked through the agency under contract.
- 4) Cost effective management of business expenses.

Accounting Department's Responsibilities

- 1) Return all expense reports requiring additional substantiation.
- 2) Review expense reports for appropriate cost center codes, approving manager's signature and calculation accuracy.



ANNEX 1: Template for planning of a business trip and approval

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ΠΡΟΓΡΑΜΜΑΤΙΣΜΟΣ ΕΠΑΓΓΕΛΜΑΤΙΚΟΥ ΤΑΞΙΔΙΟΥ			
Οργανισμός :	Προορισμός :		
Προσωπός :	Αιτιολογία Ταξιδιού :		
Από :	Αναχώρηση :	Επιστροφή :	
Προς :			
Συντάσσεται Πρωτοκόλλο/ή Ταξιδιού :			
Σε βίση :			
Σε όριο :			
κίβωτο :			
Συνοδός Ταξιδιού :			
Administrative, Training, Consulting, Marketing			
Αναφέρεται σε μισθωτά οχήματα :			
Per diem :			
Παράκληση :			
ΣΗΜΕΙΩΣΗ			
Παρακαλούμε, όπως κοιτάτε όλα τα αποτελεστικά στοιχεία των εγγύων σας καθώς και τα αντίγραφα των ταξιδιών σας και να τα επισυνάψετε στο φάκελλό/ή σας.			
Υπογραφή Αποστολέα :	Υπογραφή Διοικ.	Υπογραφή Υπεύθ. Γραφείο	Υπογραφή Διοικητικού



ANNEX 2: Travel expenses record

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ΕΞΟΔΟΛΟΓΙΟ ΤΑΞΙΔΙΩΝ					
Όνοματεπώνυμο :			Έργο:		
Σκοπός Ταξιδιού :			Ημερομηνία :		
A/A	Παραστατικό (ημ/νία, είδος, α/α)	Περιγραφή Εξόδου	Νόμισμα	Rate	Ποσό (€)
1					0,00
2					0,00
3					0,00
4					0,00
5					0,00
6					0,00
7					0,00
8					0,00
9					0,00
10					0,00
11					0,00
12					0,00
13					0,00
14					0,00
15					0,00
16					0,00
17					0,00
18					0,00
19					0,00
20					0,00
21					0,00
22					0,00
23					0,00
24					0,00
25					0,00
26					0,00
27					0,00
28					0,00
29					0,00
30					0,00
31					0,00
32					0,00
33					0,00
		Σύνολα	0,00		0,00
Προκαταβολή				Ο Συντάξας:	
Έξοδα			0,00		
Πληρωτέο					
Προς εισπραξη /συμφηρισμό			0,00	Υπεύθυνος Έργου:	
Προορισμός ταξιδιού, λοιπές σημειώσεις					