

Professional resources that travel on behalf of Segra may be reimbursed for transportation and living expenses such as lodging and food if our agreement explicitly states that Segra will cover such expenses and all such reimbursements shall be subject to these Travel & Expense Guidelines (“Guidelines”). Resources may be reimbursed for actual, ordinary, and necessary expenses incurred consistent with the Guidelines. Each vendor and its personnel are expected to exercise good judgment when incurring business expenses. Segra affiliates or business units may further restrict or enhance these Guidelines to accommodate their individual needs. Travel expenses will only be reimbursed for travel requested specifically by Segra in performance of the parties’ agreement. Expenses should not exceed 15% of the total value of the SOW.

REIMBURSABLE TRAVEL EXPENSES.

The following are the only categories of expenses that Segra may reimburse subject to these Guidelines:

- Airline Tickets
- Hotel or other long-term accommodations
- Ground Transportation (including mileage and parking)
- Meals/Food & Beverages
- Gratuity

Air & Living Accommodations

- Travelers must book accommodations that provide the lowest possible rate to meet location and price requirements.
- All Hotel room charges are reimbursed with the exception(s) of:
 - Movies (explicit)
 - Alcoholic Beverages
 - Magazine, books, other non-food items that can be charged to the room
- For non-preferred hotel bookings: Room per night cost should not exceed \$150.00. Same guidelines apply for reimbursement exceptions.
- Laundry Service - Actual and reasonable laundry expenses will be reimbursed for travelers requested to stay away from their personal residence for more than five consecutive business days or if the trip has been unexpectedly extended. Receipts must be provided.
- It is the traveler’s responsibility to cancel hotel reservations within the hotel cancellation policy time frame. You must obtain a cancellation number when canceling a hotel reservation. Segra will not reimburse hotel "no-show" fees, unless otherwise approved by Segra.
- Other means of long-term accommodations are acceptable upon approval from Segra. (Furnished apartment, studios, or lodging within reason.)

Ground Transportation

- Taxi, Bus or Train Transportation – reimbursed at 100%.
 - Limo Services – to and from Airport ONLY
- Rental Cars
 - Rental car expenses are paid by candidate up front, and reimbursed

Reimbursable Ground Transportation Expenses:

- Taxi and other means of ground transportation will be reimbursed for:

- all trips to and from the airport
- trips from site to site
- other trips specifically requested and approved by Segra
- Rental Car Expenses - includes gas, parking, and tolls.

Non-reimbursable Ground Transportation Expenses

- Limo Services (other than to and from the airport)
- Rental vehicles larger than midsized/standard (no SUVs)
- Mileage exceeding 400 miles roundtrip
- Moving and/or parking violations (tickets)
- Personal vehicle maintenance and/or repairs (before, during, or after trip)
- Misc. items such as air fresheners, gas additives, fluids for personal and/or rental cars

Meals

- All meals and non-alcoholic beverages according to actual and reasonable cost
- Daily meal allowance should not exceed \$40.00 per day
- Tips are reimbursed (up to 20% gratuity)
- Room Service is reimbursed (included in the direct bill charges at preferred hotels)

Non-reimbursable Meal Expenses

- Alcoholic Beverages
- Meals exceeding set limits
- Any tips considered excessive will not be reimbursed

EXPENSE REPORT COMPLETION AND SUBMISSION

- Travelers must file expense reports no later than 30 days after the completion of each trip.
- The traveler’s immediate supervisor, or the next higher authority, must approve all expense reports. Each expense report will be reviewed by accounting for the inclusion of appropriate documentation.
- Please keep all original receipts so they are available upon request.
- Expense reports must include:
 - a cover sheet totaling all expenses
 - the cover sheet must include the traveler’s name, company and date(s) of travel
 - an itemized list of expenses detailing all charges
- Expense reports that are incorrect or incomplete:
 - will be returned to the approver for corrective action
 - may result in delay or non-reimbursement of specific items