

AeroTEC Travel Policy for Contractors

Any contractor who is authorized by AeroTEC to travel as part of the services they are providing will be reimbursed by AeroTEC for amounts expended, as defined within this policy. AeroTEC will reimburse expenses for such things as transportation fares, mileage, vehicle rentals, lodging, meals, and other necessary expenses incurred on AeroTEC business. For hotel, air, car rental, it is required all travel be booked through AeroTEC's Travel Portal (CTM) to access the most recently agreed upon rates, discounts, and savings (any exceptions to this must be preapproved in writing by your AeroTEC Project Manager, and your expense report must include proof from the time of booking that the prices paid were not more expensive than other reasonably available options and otherwise comply with this policy). Please seek approval from your AeroTEC Project Manager (Section 1 of your SOW) as soon as possible for travel needs to allow booking time.

All such expenditures must be detailed on the attached expense report form with relevant receipts attached and must be approved by your AeroTEC Project Manager.

Contractors are responsible for making an adequate accounting of travel-related expenses: amount, time, place, business purpose, and business relationship. Contractors are required to submit for reimbursement all authorized expenses within one (1) month of the trip. Questions concerning business-related expenses should be raised prior to an expense being made. All expenses must be approved by your AeroTEC Project Manager prior to any expenses being incurred (email is sufficient for this approval), and the actual amount of the expenses must be approved prior to submission of your invoice. One invoice should be submitted for each trip.

Allowable Travel Expenses

Expenses that are ordinarily incurred while traveling include transportation, meals, lodging, tips (must be itemized), and parking.

Adequate documentation includes original, itemized receipts with the following clearly noted:

- Amount of expense
- Time and place
- Business purpose of expense and persons attending

Air Travel

The following guidelines outline permissible travel options:

- Economy class for all flights less than eight (8) hours travel time.
- Economy class + one level upgrade for all flights longer than eight (8) hours (excluding layover time).
- Contractors may use personal frequent flier miles to upgrade to first class, or opt to pay personally for the price difference between coach and upgraded class.
- If there are baggage fees, bags will be reimbursed with receipt as follows: one bag for a trip of a week or less in duration, two bags for a trip longer than a week.
- If Contractor elects to park at the airport, AeroTEC will reimburse up to 2 days of parking, in an economy lot, with receipt. No mileage reimbursement is available for travel to and from the airport.

If a contractor changes a flight time for personal reasons, any charges by the airline are the contractor's responsibility.

Automobiles (Reimbursement and Commuting)

AeroTEC reimburses mileage according to IRS Accountable Plan regulations. The IRS does not permit reimbursement of normal, commute mileage, even if that mileage includes doing business during the commute or stopping on the way into the office.

The driver/owner of a personal vehicle must carry adequate liability and property damage insurance. AeroTEC may require proof of such insurance.

Business miles are the actual number of miles incurred using a personal automobile for official AeroTEC business travel. Personal miles should be subtracted from the total miles incurred.

Mileage reimbursement is made when all the following are provided:

- Time/date of transportation
- Place-destination(s) of travel (e.g., city, town, or internal naming convention)
- Company purpose/reason for the trip
- Number of miles driven
- In the rare occurrence, when a personal vehicle is needed for required out of town travel, and mileage to/from hotel (or, out of town residence) to place of work exceeds 20 miles (one way)

Notes:

A route map must be submitted for reimbursement.

Ground Transportation

The most cost-effective, safe, and efficient ground transportation is to be used. Rental cars may be used in instances where another surface transportation is not practical or economical and only when preapproved by your AeroTEC Project Manager. Contractors must select the most economical car practical for the business use when booking a rental car. Rental will generally be limited to mid-size class cars.

Contracts for car rentals will be made only in the traveler's name and the vehicle will be driven only by the individual who signs the rental agreement.

Notes:

If a contractor does NOT want to use their personal insurance coverage, they may choose to purchase car rental insurance at their own cost – not to be submitted for reimbursement.

Fines for violation of traffic laws will not be reimbursed.

AeroTEC does not offer mileage for rental cars or reimbursement for fuel purchased from the rental car company.

Lodging

Lodging should be safe, comfortable, and economical. It is contractor's responsibility to obtain receipts of the charges during each stay and confirm accuracy before leaving the hotel. Contractors are required, whenever possible, to use properties in the moderate category (as identified within the CTM tool). Travelers should use corporate rates whenever possible. Any stays that are extended beyond the term of the trip required by AeroTEC are to be covered by the contractor unless otherwise preapproved by AeroTEC.

Personal items such as toiletries, movies, and personal entertainment will not be reimbursed by AeroTEC.

If lodging rates increase above local GSA rates (city of travel), preapproval of the rate is required before booking lodging, and in all events, should be limited to the most economical, safe alternative under the circumstances. Rates may be lower if booked outside of CTM tool, if so, approval for booking outside of CTM tool must be received as well. Contractors may ask for AeroTEC corporate rates if the hotel isn't booked through CTM; you can ask your AeroTEC Project Manager for a list of hotels with corporate rates.

Meals

When traveling, meals and incidental expense rates can be located at: <http://www.gsa.gov/travel-resources>.

Initial date of travel and return date of travel are reimbursable up to 75% of the daily rate (per www.gsa.gov).

Meals for guests are not reimbursable.

Non-reimbursable expenses

Personal expenses of a nature that would be incurred by contractor regardless of the work-related responsibilities are not reimbursable. Amounts incurred for reimbursable items in excess of amounts considered reasonable are not reimbursable. When a business trip is extended for personal reasons, the cost of the personal portion of the trip is not reimbursable.

The following specific expenditures are not reimbursable (this list is not exhaustive – if you have another expense type that is not mentioned in this policy or below and for which you expect to be reimbursed by AeroTEC, please confirm in writing with your AeroTEC Project Manager):

- Lost or delayed luggage and contents (employee must work directly with airline to recover damages)
- Airline upgrades, including seat selection and pre-boarding
- Hotel upgrades
- Personal travel expenses
- Gym fees and related costs
- Meals before travel or after return
- In-room movies at hotels and in-flight entertainment
- Costs resulting from additional cleaning fees or damage from negligence to rental cars or hotel rooms
- Costs for personal guests
- Cost of business clothing
- Cost of joining an airline club lounge
- Cost for expedited transportation security memberships such as TSA PRE-Check or Clear
- Cost incurred for traffic violations or parking citations

Preparation and Submission of the Expense Report

The expense report should be completely and legibly filled out and signed (electronically is acceptable) by the contractor and the AeroTEC Project Manager and submitted with the invoice.

Repercussions for Policy Violations

Repeated submission of unapproved expenses or expenses that violate this Travel Policy will be interpreted as an attempt to defraud the company and may result in termination of your Agreement with AeroTEC, at AeroTEC's sole discretion.

CONTRACTOR TRAVEL EXPENSE REPORT

Purpose: *The following must be completed in order to receive reimbursement from AeroTEC for travel expenses and submitted along with the expense invoice.*

Section A: Description of Travel and Expenses

1. Traveler Name	Click or tap here to enter text.
2. Project Name	Click or tap here to enter text.
3. Travel Destination	Click or tap here to enter text.
4. Departure Date	Click or tap to enter a date.
5. Return Date	Click or tap to enter a date.
6. Business Purpose	Click or tap here to enter text.
7. Expenses Requiring Reimbursement	<input type="checkbox"/> Air Transportation <input type="checkbox"/> Ground Transportation <input type="checkbox"/> Mileage <input type="checkbox"/> Lodging <input type="checkbox"/> Meals (per diem)
8. Total Expenses	Click or tap here to enter text.
9. Are the following attached for all expenses?	<input type="checkbox"/> Receipts <input type="checkbox"/> Pre-Approval Email from Project Manager

Contractor Certification – Read Before Signing: I certify that the information provided above is accurate, that all expenses comply with the Travel Policy for Contractors, and that I have not and will not seek reimbursement for these expenses from any other source. I understand that failure to complete this form in its entirety may result in denial of claimed expenses, and that intentional misrepresentation of any information on this form is a material breach of my agreement with AeroTEC.

Name of Contractor: _____

Signature: _____

Date: _____

AeroTEC Project Manager Certification – Read Before Signing: I certify that the travel expenses listed above are approved, and that the travel is necessary for the project named above and within the budget for said project.

Name of AeroTEC Project Manager: _____

Signature: _____

Date: _____