



Technical Training Academy Travel Guidelines

Travel Guidelines for Individuals Participating in the Gravity Technical Training Academy

1. All non-exempt (hourly) employees should log-in to UltiPro for time spent travelling from their home to the CRF in Cleburne, TX. The hours billed for travel should be consistent with normal number of hours as projected by Google Maps or other GPS tools.
 - a. When travelling, if you stop for lunch, please sign out while you have lunch, and sign back in when you resume travel.
 - b. When you get to Cleburne, you should treat the CRF as home base. Log in to UltiPro when you arrive at the CRF; log-out for lunch, log-in after lunch, and log-out when you have completed the work day. Gravity will not pay for your time while you are in Cleburne at the hotel, having a meal, or any other non-business-related activity.
2. If you are travelling to Cleburne in a Gravity vehicle, you should use the assigned fuel card to pay for fuel for your trip. NOTE: In order to drive for Gravity, an employee must be road-tested by the Branch Safety Officer.
3. If you are travelling to Cleburne in your personal vehicle, you should charge Gravity for the mileage incurred. This includes distance consistent with the normal distance as projected by Google Maps or other GPS tools.
 - a. You should also charge mileage for any incidental driving from the hotel to the Central Repair Facility during the week.
 - b. Please note that when the Company pays for your mileage, it does not also reimburse you for gasoline. Plan accordingly.
4. If you are travelling to Cleburne via plane, you should plan to land at Dallas Love Field if possible. Your flight should be charged to Gravity. If you need to use a rental car, please coordinate with branch manager.
5. From when you leave your home city until you return, all meals should be charged to Gravity. Detailed receipts must be submitted (detailed receipt means it needs to show what was ordered, name of restaurant, and date charges were incurred). **Gravity does not reimburse for alcohol.** NOTE: No itemized receipt equals no reimbursement.
6. Gravity has made arrangements for your hotel to be "direct billed" to the Company (so there shouldn't be any hotel charges for you to pay). If you do incur any incidental charges (other than meals), those will be at your own responsibility and at your own expense.
7. Gravity processes expenses via the Certify App (on your cellphone). For those of you who do not travel frequently, a Certify account will be opened for you so you can submit your expenses. If you have questions on how to use Certify, there are tutorials available, or you should be able to ask your branch manager or any of the field sales staff who use Certify.
8. Please plan to arrive early Monday and depart mid-day Wednesday. If you are subject to DOT guidelines, please factor those into your travel plans.

NOTE: Gravity reimburses for expenses (which means you are paid *after* the trip for actual expenses incurred). If you submit your expenses via Certify and they are approved by your Manager before 10:00 a.m. on a Wednesday, you are normally reimbursed the following Friday (via direct deposit).

Employee Travel and Expense Reimbursement Policies

Employees will be reimbursed for reasonable expenses incurred in connection with previously-approved travel on behalf of the Company, provided the expenses are for the business purposes of Gravity.

Employees seeking travel reimbursements should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the Company's travel policy, the most conservative and safe course of action should be adopted.

Travel for staff must be authorized in advance by obtaining approval from their supervisor. Upon completion of the trip, and within thirty (30) days, employees must submit their expenses to obtain reimbursement. All expenses submitted for reimbursement must be accompanied by an image of itemized receipt(s), submitted into the Certify App., and/ or other documentation acceptable to the Company.

Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with Federal and State wage payment laws.

Meals and Lodging

- Employees will be reimbursed for the actual costs of meals and lodging when business travel requires an overnight stay away from their designated office location.
- For meals incurred without overnight travel, managers and sales staff will be reimbursed for the cost of meals when a legitimate business purpose is designated; all attendees need to be listed on the expensed meal, as appropriate.
- Receipts for business travel and meals must be itemized, designating what was discussed for business purposes. The date and restaurant name should be included on the receipt.
- Excessive tipping for meals exceeding 20% may be disallowed.
- The Company will reimburse employees for overnight hotel expenses. An itemized hotel receipt is required, showing the expense detail and a zero balance.

Commercial Air Travel

- The Company will reimburse employees for the actual cost of airfare between the employee's designated office location and business destination. Air travel should always be scheduled in coach class without unnecessary upgrades, e.g. the lowest fare possible to complete the required business travel.
- If a portion of the business travel expense is not used, it should be included in the expense report and explained. Travel credits should be used by the Company for the next available business travel opportunity.
- Air travel expense will not be reimbursed until after it actually occurs.

Rental Cars

- Cars should not be rented when taxis are available at a lower cost without serious loss of time to the employee.
- In renting automobiles for business travel, smaller cars should be used when possible, especially on short trips or for city driving.
- When renting automobiles, employees who are covered as Gravity drivers (all employees assigned a Company provided vehicle or receiving a car allowance) should NOT purchase liability or collision damage insurance coverage; Gravity's insurance covers car rentals.
- Employees who are engaged in business travel and are not covered as Gravity drivers, should opt for this coverage, as appropriate.
- Toll expenses less than \$25.00 may not require an itemized receipt for reimbursement.

Mileage

- Before using a personally owned vehicle, employees should check to see if there are Company provided vehicles available.
- An employee may be reimbursed for mileage incurred during the employee's use of a personally owned vehicle for approved Company business activities, with the exception of those employees receiving a vehicle allowance, or a Company-provided vehicle. Mileage reimbursement covers all expenses associated with operating the vehicle except parking. Mileage is paid at the current IRS standard rate per mile. Mileage must be itemized on a point-to-point method using the vehicle odometer, or by the use of MapQuest, or a similar map program. Mileage reimbursement must be submitted within thirty (30) days on the LTR Mileage Report, or on the Certify Expense App., to be included in the Expense Report. Mileage Reports not submitted via the Certify App. must be turned in to Accounts Payable. The employee will not be reimbursed for fuel receipts (except for rental vehicles).

Fuel

- When turning in receipts for fuel, it must be specified whether the fuel was purchased for equipment or for automotive fuel.
- Receipts for fuel purchased with a Company Fleet Fuel Card (Wright Express Universal Fleet), should not be submitted for reimbursement.

Prohibited Reimbursements

- Alcohol (except in approved situations)
- Tobacco
- Meals will not be reimbursed for field staff/drivers unless overnight travel is involved
- Movie charges and mini bar charges at hotels
- First-class airfare or upgrades

Reimbursement Approvals

- All expense reports must be submitted and approved by the supervisor in order to be reimbursed. Employees who do not comply with this policy may be subject to delay or withholding of expense reimbursement and/or disciplinary action.
- Employees are responsible for obtaining approval from the appropriate Manager. Expense reports submitted without proper approvals will not be processed.
- Incomplete expense reports will not be processed and will be routed back to the approving Manager and employee for corrections.
- Managers approving expenses are responsible for ensuring that the expenses claimed are in compliance with this policy. Corporate Accounts Payable Department personnel are available for clarification if necessary.
- All expenses, even if approved by the supervisor, are subject to review by Corporate Finance and may be adjusted if such expenses are deemed not for Company business purposes only and/or are not considered reasonable.
- Failure to comply with this policy may lead to disciplinary action.