



## DIALAMERICA TRAVEL EXPENSE POLICY

### CORPORATE POLICY REGARDING RECONCILIATION OF EXPENSES

- ✦ Company policy requires that you use your corporate TD Bank Visa card for all travel expenses unless using your personal card would save a reasonable amount of money.
- ✦ All expenses must be reconciled within three weeks of your return. Use the TD Bank expense reporting system to reconcile your expenses ([www.centresuite.com](http://www.centresuite.com)).
- ✦ Expense reports need to have enough detail to properly allocate the expense. Enter in the description field if it is for a client visit, training, branch visit, etc. Enter all names of those entertained; all individuals are required, both client and DialAmerica employees.
- ✦ Make sure you reconcile all charges on the TD card including any inadvertent personal charges. If you do not reconcile them they will remain on the system. Mark all personal charges as such and they will be deducted.
- ✦ Send your expense report to your manager only. He or she will send it to accounts payable after it is approved.

### TRANSPORTATION TO AND FROM THE AIRPORT

- ✦ Employees should use the most cost effective means of transportation for their personal situation. This can be a personal car parked in long term parking, limo or Uber service.
- ✦ When using a limo service in the New York/New Jersey area, use Air Brook (ph. 800-800-1990, corporate reservation code S37008) or Apollo (201-488-2506 no reservation code required).
- ✦ Outside of the NY/NJ area, we encourage you to use your personal car and park in long term parking, or use taxi/ Uber service.

### AIR TRAVEL

- ✦ All employees must travel economy/coach class.
- ✦ Travel must be by whichever scheduled airline offers the lowest fare that fits the required schedule and is not dictated by an employee's airline club membership, frequent flyer status, loyalty program or personal preference.
- ✦ Booking must be made at least 14 days in advance in order to get the lowest price. Exceptions must be approved.
- ✦ Keep changes to your travel itinerary at a minimum to avoid additional fees. All travel changes must be approved, unless you are returning early and cancelling the hotel reservation in time to avoid the additional charges which negate the change in airfare.

### RAIL TRAVEL

- ✦ All rail transportation must be in standard or economy class and booked in advance to get the best pricing.

## CAR RENTALS

- ✦ DialAmerica has partnered with Enterprise and National. Use only these two designated agencies unless a lower price can be found.
- ✦ Use the link below to enroll in the Emerald Club. You will need to enroll yourself as corporate Visa account number and driver's license information is required. This loyalty program will include both Enterprise and National. Be sure to give yourself enough time to enroll before making travel plans that include a rental car. Please reference the DialAmerica corporate account number: XZ24W68  
[https://www.nationalcar.com/en\\_US/car-rental/loyalty/enrollment/welcome.html](https://www.nationalcar.com/en_US/car-rental/loyalty/enrollment/welcome.html)
- ✦ Travelers may rent a car at their destination when it is less expensive than other transport modes, such as taxi, airport shuttle services and hotel shuttle.
- ✦ DO NOT take the "fuel service" option as it automatically charges you the full amount to fill up the gas tank regardless of the gas amount left in the tank.
- ✦ Decline additional insurance while traveling domestically.
- ✦ Please consider other transport modes. Often hotels are near the office and shuttle service is provided. Taking taxi/Uber service to and from the airport and relying on shuttle/manager may be more cost effective.

## PERSONAL CAR USAGE AND REIMBURSEMENT

- ✦ Employees may use personal cars for business travel when other transportation is unavailable or the location is within a close proximity.
- ✦ Mileage is reimbursed at .51 cents per mile.
- ✦ Mileage reimbursement covers all auto costs including gasoline, repairs, insurance and wear and tear on your personal vehicle.
- ✦ If you use your TD card to purchase gas for your personal vehicle, you still have to reconcile the charge. Mark it as personal and it will be deducted from your reimbursement.

## LODGING

- ✦ Hotels are capped at \$150 per night including taxes. Any requests to go over this amount must be approved.
- ✦ Reasonable laundry charges will only be reimbursed for trips of more than seven consecutive days.

## MEALS

- ✦ The per diem amount allowed for meals is \$50 per day (\$10 breakfast, \$10 lunch, \$30 dinner).
- ✦ If you choose to consume an alcoholic beverage, there is a limit of two per person.
- ✦ Senior Directors and above should use moderately priced casual restaurants for staff dinners. Moderately priced restaurants include those with entrees that are less than \$20.
- ✦ Dinner should include one night with the manager at a maximum of \$40 per person. For dinners of four or more, please choose a restaurant where you can spend approximately \$20 per person including tip (see below for client meals).
- ✦ We encourage Senior Directors to use working lunches to team build, review objectives and action plans, reward and recognize using the \$10 per person guideline.
- ✦ When entertaining a client, the above guidelines can be exceeded. Please exercise good judgment by taking a large group to a more casual restaurant and a smaller group to a more upscale establishment.

### TIPPING REIMBURSEMENT GUIDELINES

- ✦ Restaurant wait staff – 15-20% of the bill, excluding tax. Look at the bill carefully to be sure the gratuity is not already added.
- ✦ Courtesy shuttle drivers - \$1-\$2 per person.
- ✦ Taxi or limo drivers – 15-20% of the total fare unless already included.
- ✦ Valet parking - \$1-\$2 when the car is retrieved.
- ✦ Skycap - \$1/bag or \$2/bag if they take the bag to the ticket counter.
- ✦ Hotel – room tip \$2 per night.