



Expense & Travel Policy

Purpose

This policy provides guidelines for business-related travel, meals, entertainment, and other reimbursable expenses. Its purpose is to promote responsible spending, consistency, and transparency while supporting employees in carrying out company business. DecisionHR respects the personal integrity of each employee and expects that expense reports will be completed accurately. Noncompliance or abuse of this policy may result in disciplinary action, up to and including separation from the company. Expenses that fall outside these guidelines may require additional review and approval.

Expense Reporting & Receipts

- All requests for expense reimbursement must be submitted at app.ramp.com. All items must be itemized on a daily basis.
- Original receipts are required for all expenses. Confirmation receipts or confirmation emails for online purchases are acceptable. Credit card statements will not be accepted.
- If a receipt was not issued by a merchant or was misplaced, a Lost or Missing Receipt Form may be submitted as a last resort.
- Items listed as “miscellaneous” will not be reimbursed. Adequate explanation must be provided for all items.
- All expense reports must be approved by the employee’s supervisor or a designated approver prior to reimbursement.

Expenses Always Requiring Receipts

- Airfare: passenger coupon and/or payment receipt
- Car rentals: final invoice plus gas receipts
- Meals: receipt required for expenses above daily per diem amounts
- Lodging: original itemized receipt

Corporate Credit Card

- A corporate card may be issued based on the requirements of an employee’s job position, successful credit check, and management approval.
- The corporate card is limited to business use only. Any misuse may result in the privilege being rescinded as well as disciplinary action up to and including termination.



Travel & Lodging

Air Travel Standards

- Employees should book flights at least 14 days in advance whenever possible. Exceptions may be approved for business needs or travel emergencies.
- It is the employee's responsibility to cancel reservations in a timely manner to avoid cancellation fees or penalties. If an employee fails to cancel in a timely manner and incurs avoidable fees, the employee may be held responsible for those costs.
- Employees must always travel in the most cost-effective and direct manner possible
- One checked bag and in-flight Wi-Fi are covered
- First-class airfare and airport lounge access are prohibited

Lodging Standards

- When making reservations, employees must find a competitive rate and use any corporate rates or special discounts that may be available.
- Hotel charges must be itemized on the Expense Report. The total may not be recorded simply as "lodging." An original itemized receipt is required.
- Lodging expenses such as in-room entertainment, movies, minibar, and spa purchases are not permitted and will be escalated for manual review
- Double occupancy is preferred when more than one employee of the same sex is traveling together. However, if an employee requests a separate room, the request will be honored.
- Charges should be paid by the employee and submitted on an Expense Report for reimbursement. DecisionHR will pay directly if it is a company-sponsored event or a deposit is required.

Ground Transportation Standards

- Rideshare/taxi (e.g., Uber, Lyft) or mass transit is preferred
- Premium rideshare tiers (e.g., Uber Black, Lyft Lux) are not permitted
- Rideshare is allowed during work travel for business purposes and client events
- Rental cars (mid-size or economy class or smaller) are allowed for business travel when more cost effective than mileage reimbursement. Rental car upgrades are not allowed. Rental car insurance should not be purchased separately; DecisionHR provides this coverage through the corporate credit card.
- Fines, penalties, traffic violations, accidents, damages to the vehicle, and parking violations are not permitted as expenses and will be escalated for manual review
- Employees will be reimbursed for airport parking over 24 hours at long-term economy parking rates



Rail Standards

- Economy-class/coach-class rail is permitted for business travel
- First-class rail requires manager or leadership approval before booking

Personal Vehicle & Mileage

- Employees using personal vehicles for business travel will be reimbursed at the current IRS standard mileage rate via the shortest route over signed highways.
- A mileage log must be submitted with all mileage reimbursement requests. Employees must maintain adequate personal auto insurance while traveling on company business.

Company Vehicles

- All company cars are to be enrolled in the established fleet program.
- Employees using company cars are not entitled to fuel or mileage reimbursement.
- Regular maintenance and repairs to company cars should be performed only at pre-approved facilities. In an emergency where no approved facility is available, the employee may pay for the repair and request reimbursement on their next Expense Report.
- Company vehicles are entitled to car washes not exceeding \$20.00 per month.

Meals & Entertainment

Meals

Employees traveling overnight on company business are eligible for meal reimbursement at the per diem rates set by the IRS (www.gsa.gov). Rates may vary by city. In locations with higher costs, higher amounts will be accepted with an original itemized receipt.

- An employee will not be eligible for per diem if meals are included within the cost of their travel (e.g., meals offered at conferences)
- Breakfast per diem will not be provided if the employee departs after 8:00 a.m.
- Dinner per diem will not be provided if the employee returns home before 5:00 p.m.

Tips

- Tips for taxis, restaurants, and hotel housekeeping should be within traditional guidelines and included with the cost of the associated expense
- Tips to porters and skycaps should not exceed \$1.00 per bag or \$3.00 per occurrence

Client Entertainment & Business Gifts

- Client entertainment and business gift expenses over \$500 will be escalated for manual review
- The Expense Report must include the names of individuals entertained and the business purpose



- Entertainment of fellow employees is reimbursable only on a very limited basis and requires manager approval
- Political donations, adult entertainment, and unauthorized gifts will be escalated for manual review

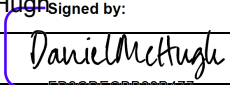
Restrictions & Exceptions

Non-Reimbursable Expenses

- Alcohol
- Gambling
- Tobacco products
- Adult entertainment
- Charitable donations
- First-class airfare
- Non-business-related expenses, including traveling companion expenses
- Personal entertainment (e.g., magazines, newspapers, movies, minibar, gym fees)
- Personal items and services (e.g., haircuts, toiletries, clothing)
- Laundry service, except for extended trips of more than one week
- Parking fines and traffic violations
- Unauthorized trips, entertainment, or gifts
- Babysitter fees, doctor or dentist visits, and personal insurance

Employee Acknowledgment

I acknowledge that I have received, read, and understand the DecisionHR Expense & Travel Policy. I agree to comply with the standards, limits, and restrictions described in this policy. I understand that expenses outside these guidelines may require additional review and approval and that expenses not in compliance with this policy may not be reimbursed.

Employee Name (print)	Daniel <input type="checkbox"/> McHugh	Signed by:
Employee Signature		
Date	6/16/2026	FD3CDECBB39B477...