

**Cottonwood, Inc.
Policies and Procedures**

SECTION: General

POLICY NO: 02-031

SUBJECT: Overnight Travel Protocol

EFFECTIVE DATE: February 2010

Policy:

Directors who wish to send employees to conferences or on overnight business trips must first seek approval from the Administrator of Services or the CEO.

Employees traveling overnight on business may make their own arrangements following the below guidelines pending final Director approval of the proposed arrangements. Employees wishing assistance with travel arrangement should submit a completed Travel Request Form to the Executive Assistant. (The form is located on the intranet in the "forms" folder)

Procedures:

1. Cottonwood, Inc. will reimburse the employee for all reasonable costs incurred during his/her participation in company-related travel. Documentation of costs incurred is submitted via a reimbursement request that must be accompanied by original receipts for all reimbursable expenses. An exception may be made for reasonable cash tips expense. If copies or altered receipts are submitted, Cottonwood, Inc. may withhold reimbursement. The receipt must indicate the date, name of establishment, an itemized list of the purchase, and the dollar amount. Completed reimbursement requests should be submitted to the supervisor within seven days after the conclusion of business trip. Cottonwood, Inc. reserves the right not to reimburse an employee for any expense receipt submitted more than 35 days old. If an advance travel expense check is issued to the employee, the employee will be required to return the unused portion of that cash advance along with expense receipts. Advanced funds remaining after allowable expenses have been incurred must be returned to Cottonwood, Inc. within 10 business days and Cottonwood, Inc. must be reimbursed for any non-allowable expenses within the same time frame.

2. If an employee wishes to combine business travel with travel related to personal activities, the employee must obtain permission from the department Director prior to completing a travel request. If an employee wishes a companion to accompany him/her, prior approval must be obtained. Any companion will pay for all his/her travel-related expenses while accompanying the employee on a business trip. If the Executive Assistant is assisting in the arrangements, the Executive Assistant will contact the employee's department Director as well as the CEO or Administrator of Services for final approval of travel arrangements.

3. Employee will be expected to adhere to regional expense guidelines, including guidelines for tipping, set out by the United States General Services Administration, which is available from the Executive Assistant.

4. Cottonwood, Inc. will reimburse for meals purchased at restaurants in the area that are moderately priced for the area visited. Cottonwood, Inc. reserves the right to deny charges that appear to be excessive. When dining with others, the employee should obtain separate receipts. Cottonwood, Inc. will not reimburse for any meal other than the employee's.

5. Expenses for rental cars are reimbursable only with prior authorization. Additional rental car insurance is not necessary as there is coverage under Cottonwood Inc.'s automobile insurance policy.

6. Cottonwood, Inc. does not accept responsibility for the loss of the employee's personal items. Employees may be required to reimburse the company for lost or stolen Cottonwood, Inc. property.

7. Cottonwood, Inc. will pay for one checked bag with each flight at the time of ticket purchase if that option is possible.

8. The following is a list of expenses for which Cottonwood, Inc. will not reimburse:

- A. Lodging for additional nights solely for convenience, unless approved by department Director.
- B. Additional lodging charge for a room other than previously approved.
- C. Bar charges or honor bar charges. Cottonwood, Inc. will reimburse for one alcoholic beverage with an evening meal. Cottonwood, Inc. staff cannot drink alcoholic beverages during the business day.
- D. Incidental hotel charges, such as movies, personal telephone calls or hotel laundry. Company-related photocopy or fax charges will be reimbursed if they are business related.