

CHALLENGE TRAVEL POLICY

Challenge will reimburse employees for reasonable and normal expenses incurred while traveling for company business, attending training sessions, seminars and conferences. It is the policy of the organization that staff travel performed in the course of conducting business must be approved in advance. Travel time for non-exempt staff will be considered working time and will be paid accordingly. Challenge maintains a tax-exempt status for expenses incurred during business. Tax exemptions should be claimed at all times. Tax exempt forms are included in the Business Travel Packet and are available in the Finance office. All travel will be reviewed and reimbursed according to the guidelines below.

All travel must be approved in advance by the staff member's supervisor and department head. Staff should provide their supervisor with a copy of their itinerary before leaving on business travel.

All travel arrangements for training, transportation and accommodations will be staff's responsibility with Supervisor's approval. Any means of transportation other than an employee's car or Challenge vehicle (i.e. plane, train, bus or rental car) must be pre-approved by the Director of Finance.

Challenge may issue periodic bulletins specifying or restricting travel booking requirements. All staff must use the "Tax Exempt Status" when expenses are incurred. Under normal circumstances, staff members are to stay in, and eat at moderately priced establishments and exercise discretion when incurring travel expenses. Reimbursement for meals is based on the Government CONUS daily rates and varies by geographic area (these prices include a daily total for breakfast, lunch & dinner):

- New York City and the counties of Nassau, Suffolk, Rockland and Westchester: \$50.00
- Albany, Binghamton, Buffalo, Rochester, Syracuse and their surrounding areas (any city, town or village within 15 mile of these cities): \$40.00
- All other locations within New York State: \$35.00
- All out of state travel: \$50.00

Any travel expenses deemed unreasonable will not be paid or reimbursed and are the staff member's personal responsibility. Alcohol is not covered within this policy and will not be reimbursed by Challenge.

Staff expenses for approved travel will be paid or reimbursed when properly documented by the staff member and approved by the supervisor. Original itemized, receipts attached to a completed Expense Report are required for reimbursement.

Telephone calls will be covered within the travel policy that are reasonable and necessary for conducting business. Calls made to home while traveling should not exceed ten minutes per day. When staying in a hotel, staff should avoid making calls that have a surcharge. To minimize surcharges charges to telephone calls, a calling card should be used whenever possible. Calling cards are available from the Finance Department.

Challenge credit cards must be requested in advance and their use must be pre-approved by the Departmental Manager. Cash advances and credit cards are available from the Finance Department.

Cash advances and credit cards are company property, and their use is not to be abused. All advances and charges must be properly documented and approved as outlined in the paragraphs above. Any fraudulent activities or abuse of Challenge funds or credit cards will be subject to disciplinary action, up to and including discharge.