

TG Travel & Expense Policy

Business Travel

TG will reimburse employees and directors for reasonable and necessary business related travel expenditures that comply with the following policy provisions.

Reimbursable Expenses

1. **Maximum Reimbursement** - The reimbursement levels set forth in this policy reflect the maximum eligible reimbursement amounts. Additional costs due to employee preferences are not reimbursable and are the responsibility of the employee.
2. **Receipts** - Although encouraged for all charges submitted for reimbursement, receipts are required for reimbursable costs exceeding \$75.
3. **Business Travel Expenses**
 - A. **Hotel**
 1. The maximum reimbursable daily hotel rate (excluding applicable taxes) is limited to 50% greater than the published Federal hotel rate for the location of the overnight stay ([per diem rates](#)). Rates exceeding this limit require documented justification and respective Division Head approval on the expense statement for reimbursement.
 2. Conference/Event Host Sites - Rates are reimbursable. Management is expected to consider the entire cost of such activities including transportation, meals, registrations, as well as hotel cost in authorizing participation.
 - B. **Airfare**
 1. Team members have two options when making travel arrangements:
 - a. utilize any commercial travel website, or
 - b. TG's designated travel agent (can be done either on-line or via phone). TG contracts with a third party travel agency ("TG Travel Agent") to provide 24 hour, nationwide travel service. Team members may contact the travel agent by utilizing the following website for reservation needs: <https://wx1.getthere.net/DispatcherServlet?requestType=logininq&site=axommd>. First time users see [instructions for creating a profile](#). Please contact CSVC with questions. If a team member needs to contact the travel agent directly, use the following number: 1-888-762-8728.
 2. Maximum reimbursable airfare is the low commercial standard coach fare within the specified travel itinerary. Incremental upgrade or personal airline preference costs are non-reimbursable. A ticket, itinerary, receipt, or invoice must be attached to the expense statement.
 3. Exceptions to the airfare reimbursement limits include avoidance of circuitous routing, travel during unreasonable hours, excessively prolonged travel, or medical needs of the traveler. Requests for reimbursement based on these exceptions require documentation of the claimed exception.

C. Rental Car

1. Reimbursement is limited to low cost midsize classification. Incremental upgrade or personal preference costs are not generally reimbursable.
2. Rental car reimbursement is available for trips to destinations exceeding 100 miles from Austin/Round Rock.
3. Fuel and tolls are reimbursable.
4. Exceptions to the rental car reimbursement limits include accommodation for carpooling of more than two people. Requests for reimbursement based on these exceptions require documentation of the claimed exception.

D. Taxi

1. Actual fare including tip is reimbursable.
2. Fare from home or office to the airport in the city where the team member resides is reimbursable when it is demonstrably more economical than the combined cost of mileage and parking. (Mileage and parking reimbursement rates are discussed below).

E. Personal Auto

1. Actual mileage incurred for company business is reimbursable at IRS rates, subject to periodic adjustment, for other than daily commute.

F. Parking

1. Non-Airport parking is reimbursed at actual expense. Hotel valet service is reimbursable only when self-parking is not available, which should be documented on the expense statement.
2. Airport long-term parking rates, or comparably-priced remote parking, are reimbursed at actual cost. Short-term parking rates are reimbursable only for same day travel or exceptional circumstances documented in the expense statement, i.e. a need for handicapped parking.

G. Per Diem

1. For business travel outside the Austin Round Rock metropolitan area involving an overnight stay or other circumstances which would otherwise clearly justify an overnight stay, meals and incidentals, including tips (other than those identified in this policy for separate reimbursement), laundry and other living expenses are not separately reimbursed, but are included in a per diem amount. Per diem is determined by the customary meal times occurring during the business travel (i.e. 25% for breakfast; 25% for lunch; 50% for dinner) and automatically computed within the expense statement form. Certain destinations are eligible for the higher per diem rate ([List of high per diem rate cities](#)).

H. Business Meals

1. Business meals eligible for reimbursement include the participation of at least one business partner/ prospective business partner, or TG only participants with Division Head approval documented on the expense statement. Reimbursable business meals require a valid business purpose, compliance with Code of Business Conduct policies and the cost of such meals should be reasonable in relation to the applicable per diem rate.

I. Communications

1. Business calls and business internet access charges are reimbursable.