



TRAVEL AND LIVING POLICY
(v3.01.2019)

AQuity Solutions, LLC and/or its affiliates are referred to herein as “AQuity.” The following is a summary of the AQuity policy for reimbursement of travel and living expenses incurred during implementation and professional services. All air travel, hotels and car rentals will be booked through AQuity corporate travel 14 days in advance unless the reason for travel is requested by the Client less than 14 days prior to the event. Client shall be responsible to reimburse third party expenses as defined below.

Commercial Airfare: Coach class only using the lowest logical fare based on a valid business time line requirement. Preferred airlines will only be considered if comparable to this logical fare.

Automobile Rental: Pricing is expected to be mid-size class or below. When multiple AQuity team members are traveling together, they are expected to share a car, and stay in the same hotel to commute to the customer location.

Personal Automobile: Mileage to all Client Facilities will be expensed at the current AQuity mileage rate when using a personal automobile.

Parking: The maximum amount that is reimbursable for parking is the standard daily rate for **remote** parking at any airport or train station. Taxi fares will be reimbursed based on receipts.

Lodging: AQuity will stay at any reasonable hotel (single room accommodations at Marriott/Hilton class property) approved and/or negotiated by Client when Client has special discount rates at a local hotel. The maximum amount that is reimbursable for hotel expenses is \$200.00 if required and indexed for that area. Approval in advance by an authorized Client representative is required for hotel accommodations in excess of that amount. Airport vans are to be used in preference to taxicabs for travel to and from airports where practical.

Meals: The aggregate maximum daily meal allowance is \$50.00 for breakfast, lunch and dinner. Alcohol is not reimbursable. If groceries are purchased, they must be for food items only; personal items are not reimbursable. Groceries may not exceed the daily food allowance and shall be reasonable.

Telephone Calls: Phone costs to Client and to dial in for remote access may be expensed; however, phone costs may not to exceed seven (7) cents/minute plus state and local taxes.

Maximum per Diem: Car rental, parking, meals, telephone calls and mileage expenses should not exceed the aggregate per diem of \$200.00 per day. **Approval in advance by an authorized Client associate is required for charges in excess of that amount.**

Receipts/Documentation: AQuity expects that travel expenses will be reimbursed by Client at standard reasonable rates. AQuity requires that all copies of all receipts/rental agreements are included and that the standard AQuity format is used for submitting travel expenses for reimbursement.

