

sportgroup

THE SURFACE SPECIALISTS

Travel and Entertainment Policy



ASTROTURF, SYNTHETIC TURF RESOURCES

Travel & Entertainment Policy

Effective 8/24/18
Updated 01/04/19

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Policy - Introduction

Travel and business entertainment is one of the largest areas of expense for SportGroup and its subsidiaries. This document establishes guidelines governing the spending and reimbursement of travel and other like expenses incurred during the operation of Company business. Employees that are issued company credit cards are to use the card for all Company expenses; but in instances where the card may not be accepted, it is Company policy to reimburse employees for ordinary, necessary and reasonable travel expenses when directly connected with or pertaining to the transaction of Company business. Employees are expected to exercise prudent business judgment regarding expenses covered by this policy. **All travel and entertainment expense must be prior approved by employee's manager when business travel and entertainment is necessary.** It is expected that these expenses will be managed in the most effective and economical means possible. **The approving manager and the employee are ultimately responsible for ensuring policy compliance.** If these policies are violated, the report will be returned to the user or deductions/adjustments will be made to the current or future expense reports.

Important Things to Note

- Control and management of company expenses is paramount in keeping our companies competitive and profitable.
- Employees will be reimbursed for all company spending on a timely basis.
- We will efficiently process all travel and entertainment transactions at the lowest possible cost to the company.
- This policy will be strictly enforced by Company management.
- This policy applies to all SportGroup companies.

Responsibilities and Enforcement

Employees are expected to comply with these guidelines at all times, and each employee's manager must approve each expense report for reimbursement. Any management member approving an expense report is responsible for accurately reviewing the expense report for compliance. The company assumes no obligation to accept or reimburse employees for expenses that are not in compliance with this policy.

Again, all travel bookings and 100% of expenses must be processed through the Concur Travel and Expense Management system. This includes issued company credit card transactions and cash expenses. Reporting and coding should be performed on a daily basis. Additionally, the management approval step will be conducted through the Concur Travel and Expense Management System. All expense reports must be submitted and approved in accordance with the date specified on the monthly email from Accounting. (See Appendix A) Each employee will be trained to use Concur Travel and Expense Management system and given access to the system for reporting purposes.

1. Travel Agency Usage

Atlas Travel has been designated as our exclusive travel service agency. Atlas will use company guidelines described in this policy to book and manage all travel arrangements. Accordingly, employees must use Atlas Travel to make any business-related travel arrangements (i.e. air, rail, hotel, and car rental). Before booking travel for the first time, log in to Concur, go to Profile, then Profile Settings and fill out all of the Profile Options. You will be able to continue earning travel rewards with all of the different accounts you are a part of, such as, Delta SkyMiles, National Car Rental, etc., by filling out the Frequent-Traveler Programs tab. Click “Add a Program” listed in red at the top right. This will allow you to fill in 5 programs at a time. Once you complete the initial 5, click “Save” and choose “Add a Program” again to fill in an additional 5, and so on. Every effort should be made to utilize the Concur website before calling customer service at the following phone numbers: toll-free 800-587-1576 | local 508-449-3054

- We are Team 4
- Option 1 is for an Agent to assist [example: cancel reservation, change flight (fee will be applied)]
- Option 2 (technical support: 8am-8pm, m-f) is for support with the Online Booking Tool email: team4@atlastravel.com or online.support@atlastravel.com

2. Company Credit Card

- A. All airline tickets, hotels, and car rentals should be charged to the traveler’s company card.
- B. All other expenses (meals, parking, etc.), where the company credit card is an acceptable form of payment, should also be charged to your company credit card.
- C. Primarily, only business related expenses should be charged to your company credit card. The company strongly encourages the card holder to use their company credit card for company business purposes.
- D. While approved expenses submitted via Concur for reimbursement will be paid directly to the company credit on the cardholder’s behalf, ultimately the responsibility for this bill resides with the cardholder. The cardholder will continue to receive a monthly statement at their preferred primary mailing address.
- E. Any late fees or service charges incurred are the responsibility of the cardholder and will not be reimbursed unless the company is at fault.
- F. Company credit card accounts should be kept current at all times. Accounts that reach 60 days past due will be suspended and at 90 days past due the Card will be cancelled. Therefore, the card holder must pay special attention to unapproved company related expenses and any personal expenses placed on this card.
- G. The employee can choose to write “Check I.D.” in the signature box on the back of their company credit card if the employee chooses not to sign it. The employee should not leave the signature box blank as anyone could sign the card and use it and the signature would match.

- H. If your card is lost or stolen, notify the company credit card immediately at 1-800-685-4039. You will not be liable for charges arising from unauthorized use of the card after PNC has been notified.
- I. Any card customer service issues should be directed 1-800-685-4039.
- J. If the cardholder separates employment from SportGroup, the cardholder should cut the company credit card up and return to 421 Callahan Rd, SE, Dalton, GA, 30721.

3. Cash Advances

SportGroup does not issue travel expense advances, except for certain extended overseas trips. All expenses should be incurred on the company credit card or a personal credit card.

4. Filing Frequency

To minimize SportGroup's expense for processing T&E transactions, no more than one expense report should be filed per month without permission from the employee's manager.

5. Reimbursement Approval

All expense reports should be submitted via Concur and will be reimbursed as submitted unless policy issues are involved. After submission, all expense reports will be routed to the approving manager via Concur.

6. Air Travel

- A. All reservations must be made through Atlas Travel via the Concur Travel and Expense Management System. **Failure to use this system may result in the employee not being reimbursed for the expense.**
- B. As a company, we are part of corporate Frequent-Traveler programs for air. These programs will not take away from your own personal programs, they only are an additional perk that our company earns. Please take time to log in to your preferred vendor accounts and add our corporate numbers to your profiles, so that as a company, we can earn rewards as well.
 - i. Delta SkyBonus program: **US0086183**
 - o Instructions: Delta.com → Profile → Flight Preferences → SkyBonus
 - ii. Southwest Airlines SWABIZ: **99710866**
- C. All airlines related expenses should be charged to your company credit card.
- D. Every attempt should be made to pre-plan your itinerary and book at least (14) days in advance. Due to the significant savings potential, 14-21 day advance booking is preferred. Anything less requires manager approval.
- E. Alternate airlines, connecting flights and alternate airports will be offered when they are considered the most cost-effective and practical means of reaching the destination.

- F. For travelers departing from Dalton, Atlanta should be first choice consideration and used unless Chattanooga is within \$150. Exceptions require management approval prior to travel.
- G. Upgrades or itinerary changes for personal convenience will not be reimbursable.
- H. International Air Travel
 - i. International flights include flights from the United States to any foreign destination, excluding Canada, Mexico and the Caribbean, (Hawaii and Alaska are considered domestic destinations.)
 - ii. All flights, all destinations must be at the lowest possible coach class fare.
 - iii. First Class seating is permitted ONLY when the employee uses personal airline upgrades.
- I. There may be rare occasions where a spouse or significant other is invited to travel with an employee. For example, a spouse attends a buying group event or customer-sponsored event. Prior SportGroup Senior Management approval is required. The company will not reimburse for the travel companion's airfare and there will be no reimbursement for lodging expenses over and above normal arrangements. Companion meals and incidental expenses will also be at the employee's expense.
- J. During air travel, if it is business critical for you to have internet connectivity to conduct company business, the company approves this expense up to \$20 per flight. This expense is not designated for personal usage or convenience.
- K. Frequent Flyer Programs
 - i. Traveler's frequent flyer program miles earned through frequent flyer programs are the personal property of the traveler. Any cost associated with the registration, maintenance or redemption is the personal responsibility of the traveler and is not reimbursable.
 - ii. Travelers may request a particular airline in order to accumulate mileage/kilometers on promotion programs, as long as the use of these airlines is based upon the lowest available fare and doesn't cost the company.
- L. Any costs associated with airline clubs are not reimbursable.

7. Car Rental

- A. Enterprise and National Car Rental are the preferred rental car suppliers for Synthetic Turf Resources and AstroTurf effective 8/17/2018.
- B. National is the provider of choice for airport rentals and Enterprise is the provider of choice for off-site rentals. Please do not use any other car rental vendor unless otherwise necessary.
- C. It is required that the traveler uses Atlas Travel via the Concur Travel and Expense Management System to make car rental arrangements. **Any exceptions may result in the employee not being reimbursed for the expense.** Your Emerald Club # should be added to your profile in Concur under Frequent-Traveler Programs.
- D. If you already have a pre-existing Emerald Club number, you will need to e-mail the rewards number to Andrea Johnson (ajohnson@syntheticturfresources.com), so she can connect you

to the program, you do not need to enroll again. If your profile does not say STR when you log in, you are not properly connected to the program.

- E. The frequent rental program for National/Enterprise is the Emerald Club, which offers multiple benefits to travelers. These benefits include; the option to bypass the counter and choose your own car from the designated Emerald Club Aisle. In addition, returns are expedited with E-receipts and you will accumulate free rental days to be redeemed for personal travel. If you are an Enterprise Plus rewards member, you will need to enroll with the link https://www.nationalcar.com/en_US/offer/XZ56C63 .
- F. If you are an Enterprise Plus rewards member, you will need to enroll with the link above, as it is a separate program that does not work with our contract. Please enroll into the Emerald Club and begin using the new membership number going forward. You will still be able to use your Enterprise Plus points that you have earned, for personal trips. The Emerald Club membership has the ability to be used at both National and Enterprise unlike the Enterprise Plus program.
- G. National is offering a complimentary status match if you currently belong to a loyalty program by another vendor; to receive your upgrade or if you do not currently have a National profile, enroll ASAP by the above link only.
- H. Once you have done this, e-mail Andrea Johnson (ajohnson@syntheticturfresources.com) your new Emerald Club number. You should decline all ancillary products during the set-up of your profile.
- I. When driving more than 400 miles for a single day trip, it is most likely more economical to utilize a rental car rather than your personal car. Please carefully evaluate your situation and utilize a rental car when the cost is lower than the use of your personal vehicle.
- J. When available and economical, public transportation and/or hotel courtesy shuttles should be utilized.
- K. The most economical car rental will be offered utilizing preferred status with National/Enterprise. If the cost of a taxi for all expected trips is less than the cost of a rental car, the taxi should be preferred means of transportation.
- L. Mid-size cars are the approved rental of choice. A larger size car may be requested if the number of travelers bypass the recommended usage of a mid-size.
- M. When two or more people are traveling and a rental car is the least expensive mode of transportation, no more than one car per four people should be rented.
- N. Always refuel the rental car prior to returning to the rental car company. This is a reimbursable expense and should be expensed. **Collision damage waiver (CDW) and personal accident (PA) insurance should be declined. These expenses are not reimbursable. INTERNATIONAL travelers should accept the collision damage waiver but decline the personal accident insurance.**
- O. No reimbursement will be made for fuel charges from the rental agency.
- P. Accident insurance is covered under SportGroups' blanket policy for employees on travel status and by Worker's Compensation and Medical Benefits Plan for employees not on travel status.

- Q. All accidents occurring in a rental car should be communicated immediately to SportGroups' Human Resources Department and the rental car company.
- R. All reimbursable rental car expenses should be included on the expense report under Transportation-Ground-Car Rental.
- S. **Vendor issued itemized receipts for all car rentals must be submitted** with your expense report for reimbursement regardless of the amount.

8. Business Mileage Reimbursement

- A. For those employees who are based within the US, the mileage traveled in your personal vehicle while in pursuit of company business must be entered for reimbursement with your expense report.
- B. Mileage reimbursement rates will be updated in Concur in January of each year or as new rates are made effective by the Internal Revenue Service (IRS).
- C. A mileage log is required to be maintained by any employee seeking reimbursement for travel in their personal vehicle in pursuit of company business. A mileage log should be completed by day. This log should include date, miles, destination, to/from and business purpose. The log is not required to be submitted with the expense report, but should be retained (for seven years as required by record retention policy) by the employee for audit and IRS purposes. The employee may submit mileage in a monthly total for reimbursement through the Concur Travel and Expense Management System or enter their mileage by day into the system. Management may request at any time that the specific daily mileage logs be produced and/or submitted with expense reports. This step will only be necessary if management fears that the leniency of the policy is being misused. The "business purpose of travel" should be descriptive enough to reasonably recalculate the miles submitted.
- D. If an employee has to travel greater than 400 miles round trip, then a rental vehicle from National or Enterprise should be obtained. The reservation should be secured in Concur.
- E. In order to seek mileage reimbursement for personal vehicle usage, the employee must maintain auto liability insurance on the vehicle and be able to furnish proof upon audit.
- F. Only the number of miles incurred for business transportation (as defined below) should be indicated on the expense report.
 - a. Business transportation does not include mileage incurred for commuting between the employee's home and regular business location, regardless of the distance and even if during weekends and off-hours.
 - b. If an employee works at a regular business location and travels to another business location, it is business transportation unless it is part of the employee's commute to or from home. For example, an employee with a business location in Dalton, GA goes to Ringgold, GA for a meeting and then goes to his residence in Chattanooga, TN, this is not business transportation. It is commuting. If the same employee goes to Calhoun, GA for a meeting and then goes to his residence in Chattanooga, TN, the portion of travel to Calhoun and back to Dalton is business transportation, but the travel from Dalton to Chattanooga is commuting.

- c. If the employee's home is his/her regular business location (e.g., employees who work exclusively from home) daily transportation expenses incurred in traveling between the employee's home and a temporary work location (e.g., a customer's location) is business transportation and is eligible to be reimbursed. Lunch or personal errands during work hours are not considered business miles.
- G. Mileage expenses should be entered on the expense report under expense type Employee Vehicle Mileage.
- H. Fines for traffic or parking violations will not be reimbursed.
- I. Car washes, oil changes, fuel, car parts, tune-ups, repairs, etc. are not reimbursable expenses. These expenses are covered by the personal mileage reimbursement. Refer to section 7 for fuel expenses related to rental cars.
- J. AAA or other auto club dues are not a reimbursable expense.

9. Lodging

- A. All hotel reservations should be made through Atlas Travel via the Concur Travel and Expense Management System. If it is not possible to book hotel reservations through Atlas Travel, please note the reason on the receipt documentation submitted with your expense report.
If this information is not included with your receipt report, it could result in your report being returned or you not being reimbursed for the expense.
- B. When traveling in groups of 4 or more, the company encourages employees to minimize cost by sharing rooms.
- C. All cancellations should be made through Atlas Travel via the Concur Travel and Expense Management System.
- D. Cancellations that are not communicated to Atlas Travel and incur a no-show fee will not be reimbursed.
- E. All lodging-related expenses should be broken out by day (room charge and tax) and itemized on the expense report.
- F. All meals, phone charges, meeting rooms, etc. that are incurred at a hotel **should** be included in the hotel itemization. These expenses must be recorded under the appropriate category on the expense report (phone should be classified as phone, etc.)
- G. Room service expenses should be avoided unless a valid business purpose exists that warrants the use of this service.
- H. Hotel movie expenses, mini bar, gift shop purchases, etc. are not reimbursable and must be deducted / adjusted or designated as personal expenses on the report.
- I. Laundry expenses may be submitted for reimbursement when travel extends past 5 days.
- J. Telephone calls from hotel should be made with mobile phone.
- K. Often, various hotels provide free internet access for their guests, though you may be required to use a connection in the hotel's lobby or business center. Employees are expected to use this free internet service if it is available and required for your day-to-day business. If it is absolutely necessary to access the internet for business purposes while traveling on company business and there is a fee for this service, you may expense this item for

reimbursement. However, these fees should be kept to a minimum and you must not use this service more frequently than once per day while traveling.

10. Meals

- A. While out of town overnight on company business, all reasonable meal charges incurred will be reimbursed, according to pre-set limits:
- Breakfast - \$12 per day
 - Lunch - \$13 per day
 - Dinner - \$25 per day

Employees are encouraged to use complimentary meals when provided by your lodging facility.

- B. Meals will not be reimbursed when someone else pays for the meal or if the meal is provided by a conference, or during your flight.
- C. Pay for meals using your company credit card when possible.
- D. Total cost of the meal and tip should be recorded under the appropriate selection from the meal dropdown list, (i.e., Employee Meals-Breakfast, Employee Meals-Lunch or Employee Meals-Dinner). Tips should not exceed 18%, if not added automatically by vendor.
- E. When guests (SportGroup employees and non SportGroup employees) are included in the meal ticket, you will be required to submit details showing name, title, and company of each attendee prior to the expense line item being added to the report. The grouping of names such as "Marketing Staff" or "Sales Staff" will not be accepted and the item will not be reimbursed. Business purpose must also be listed.
- F. **Vendor-issued itemized receipts are required for all expenses \$10.00 (USD) and over. A credit card receipt showing only the total amount is not an itemized receipt.**
- G. **Use of alcohol will not be reimbursed, except in the case of approved customer entertainment.**

11. Business Entertainment

- A. Entertainment expenses refer to customer/client outings at locations such as theaters or sporting events where a business discussion takes place during, immediately before, or immediately after the event. Employees will be reimbursed for entertainment expenses if the person(s) has a potential or actual business relationship and the business discussion will benefit the Company.
- B. Advanced approval of entertainment should be obtained from management.
- C. **Use of alcohol will not be reimbursed, except in the case of approved customer entertainment.**
- D. All expenses including tips should be recorded on the expense report.
- E. Vendor-issued itemized receipts are required for all expenses \$10.00 (USD) and over.

- F. Business entertainment should be recorded under the appropriate selection from the “Entertainment” dropdown list, (i.e., Entertainment-Meals, Entertainment-Other or Business-Meetings). Complete all information in the details area including specific names of those entertained. This will be accomplished through the “Attendees” feature of Concur. The grouping of names such as “Marketing Staff” or “Sales Staff” will not be accepted as attendee description and will not be reimbursed.

12. Telephone

- A. Mobile phones should be used in lieu of hotel phones.
- B. Do not submit phone expenses paid directly by the company for reimbursement.
- C. Home phone bills or personal calling cards bills which include business phone calls should be submitted for reimbursement with all personal calls clearly marked and deducted from the total. It should be noted that use of cell phones should be primary source for communication. **Basic home service charges for your personal home phone are not reimbursable. Complete (all pages) phone bills** must be included with the expense report. Original phone bills should be retained for your records.

13. Miscellaneous Expenses

This category should be used for reimbursable miscellaneous travel and entertainment expenses that are not included in any other area of the expense report.

A. Copy Services, Fax Transmittal, Mail Fees, & Tips (Non-Meal)

This category should be used for reimbursement of business-related copies, faxes, freight & postage, and reasonable gratuities other than those related to meals (If \$10.00 (USD) and over, a receipt is required). These miscellaneous expenses are reimbursable when incurred for business purposes. These expenses should be recorded under the appropriate section from the “Other” dropdown list, (i.e., Miscellaneous-Postage or Miscellaneous-Supplies).

B. Rooms/Other Meeting Expense

- a. This category should be used to request reimbursement for meeting expenses incurred at a hotel establishment for purposes other than lodging, mini-markets, banquet rooms, etc. for business purposes.
- b. These expenses require prior approval by your management via email. That approval email must be included with the expense report and other required vendor issued receipts.
- c. Expenses in this category will be charged in the “Entertainment” dropdown list under Business-Meetings.
- d. Vendor-issued itemized receipts for expenses \$10.00 (USD) and over must be included.

C. Visas / Passports / Immunizations

- a. This category should be used to request reimbursement for Visas, Passport and Immunization Expenses when required for business travel. These expenses should be recorded under the “Other” dropdown list by selecting Miscellaneous-Other.

14. Expense Reimbursement

- A. All expense reimbursement requests must be submitted and approved in accordance with the date specified on the monthly email from Accounting. (See Appendix A)
- B. Travel expenses will be reimbursed strictly following the travel policy.
- C. Fines for unethical and/or unlawful behavior will be the traveler’s responsibility.
- D. Personal items such as gift shop purchases, magazines, newspapers, books, cigarettes, haircuts, movies, etc. will not be reimbursed.
- E. Alcoholic beverages will not be reimbursed.
- F. Valid **vendor issued itemized receipts** are required for reimbursement. Vendor name and address must show on receipt. If this is not included, the report will be returned to you for correction.
- G. Receipts must be legible and intact.
- H. Expenses for family members accompanying an employee on business travel will not be reimbursed.
- I. If an employee is over paid for an expense report (i.e. accidentally expensed something twice), the employee is responsible for reimbursing the Company.

APPENDIX “A” to TRAVEL & ENTERTAINMENT POLICY
“Processing and Payment Schedule”

PNC VISA will populate the Concur System with daily feeds of activity placed on traveler’s credit cards. This will allow travelers to match and build expense reports throughout the month before actual submissions. This activity will prevent extra work at the end of the month when expense report submissions are due. Below are important dates in the expense processing cycle.

- A. **By the specified due date**, your statement from PNC closes. This statement (which will be received at your preferred mailing address) will include purchasing activity with a statement date of the 23rd or 24th and payments received by PNC during the same time period. These payments will include payments made by the company via Concur, and any payments you made personally for non-reimbursable items.

- B. **By the specified due date**, the Concur system will be populated with charges made to your company credit card. These charges are now ready for you to finalize matching and building your expense report for the month. (You should have been matching and coding throughout the month). When all charges have been matched and coded and any out of pocket reimbursements have been recorded, you should submit, via Concur, your expense report to your supervisor for approval by the close of business in accordance with email from expense department each month.

- C. **By the specified due date**, all expense reports should be submitted and approved via Concur by your supervisor. Remember, if your supervisor has rejected your expense report and electronically returned it to you, you must make corrections or answer their questions. All this activity should be completed via the Concur system within the **window of the specified due date**.

- D. **It is imperative that this schedule be strictly followed in order for you to receive timely reimbursement and PNC to be paid. Due to the need of a consistent and timely process, everyone is required to follow this workflow. No exceptions will be allowed.**

- E. Once the expense reports have been approved, you will receive reimbursement for out of pocket expenses through an ACH transaction, generally by **the 6th of the next week**. The company credit card will be paid directly for approved charges placed on your credit card before the next statement closing date.

- F. Remember, it is your responsibility to pay PNC directly for non-reimbursable items placed on your card.