



TRAVEL AND EXPENSE POLICY

Intent

This policy outlines all expectations and requirements for reimbursement of expenses incurred during required travel for business on behalf of The Authentic T-Shirt Company®/SanMar Canada (the Company).

In the Travel and Expense Policy you will find:

- Expectations for Reimbursement
- Expectations for Booking Travel
- Transportation Options When Travelling for Business
- Reimbursable Expenses
- Non-reimbursable Expenses
- Process for Reporting Expenses

Expectations for Reimbursement:

- A detailed receipt is required for all expenditures (not just the credit card receipt).
- Any expense without a receipt may not be reimbursed.

Expectations for Booking Travel:

- Employees are required to contact the Company's corporate travel agent when booking airfare, accommodations and car rentals in order to ensure the best company rates. Include the Executive Administration Manager on all communications.
- Employees are required to contact the Company's corporate travel agent when canceling airline, hotel and rental car reservations if the trip is cancelled or postponed. Include the Executive Administration Manager on all communications.
- Combined Business and Personal Trips: If an employee combines travel for business and personal purposes, they must get approval from their manager and review reimbursable cost eligibility.

Transportation Options When Travelling for Business

It is expected that each employee uses the best means of traveling for business. Methods of transportation must be confirmed with your manager. Below are types of travel to consider:

- **Taxi and Ridesharing (Uber, Evo)**
- **Rental Car**
 - Employees issued with Company credit cards should decline the additional vehicle LDW (loss damage waiver) insurance offered by the car rental company. Vehicle insurance is already covered with the Company credit card for regular passenger vehicles.
 - Please note: Large transport vehicles such as cargo vans must have the additional insurance coverage purchased.
 - Failure to ensure the proper insurance coverage is in place will result in the employee being responsible for all expenses related to being uninsured.
- **Private Auto:**
 - Mileage is reimbursed at the current rate of \$0.62 per kilometer plus parking charges and tolls (not included for regular commute to and from work).
 - Mileage rates may be adjusted due to fluctuations in regional gas prices and at the sole discretion of Senior Management.
 - The owner/driver of the vehicle is responsible for all private auto insurance/damages/liability,

parking fines and moving violation tickets.

Reimbursable Expenses

- Meals are reimbursable. Receipts must include:
 - Date, name, and location of restaurant (**detailed receipt**).
 - Names, titles, and business affiliations of those entertained, number of people.
 - Business reasons.
- Other entertainment, such as golf, hockey games, must be pre-approved by your manager.
- Accommodations/Incidentals:
 - **Laundry:** Laundry service is reimbursable if the trip exceeds four days or more.
 - **Tips:** Tips are reimbursable.
 - **Cell Phones:** Ensure appropriate roaming package is set up prior to out of Province or Country travel. See the IT Director for assistance.
 - **Parking/Tolls:** Acceptable parking charges include fees charged at hotels, offices you visit, highway tolls and airport parking lots.

Non-Reimbursable Expenses

- The Company will not reimburse employees for any personal expenses which are not directly related to or associated with the active conduct of the Company's business.

Process for Reporting Expenses

You must report all travel and entertainment expenses related to company business on the Expense Report Form. Employees with corporate credit cards will receive a copy of their credit card statement each month. All employees must prepare and send expense reports with the proper supporting receipts and documents by the cutoff date indicated. Talk to you manager for questions relating to reimbursement eligibility.

- Expense reports should be forwarded to the Accountant for processing.
- Expense reports not submitted on time or submitted incomplete on a recurring basis may result in their company issued credit card being revoked.
- The Company will not reimburse any expense report or mileage claims submitted for payment that are more than 30 days late.
- Customer logs/mileage reports for the Outside Sales Reps must be completed and updated to Sharepoint by Monday morning of the following week. Mileage on the report must show the start mileage and ending mileage each day for business activity. Any mileage for personal trips/errands during the day must be deducted. All reports will be approved by the National Sales Manager for reimbursement.

WORKER ACKNOWLEDGEMENT

I have read and agree to the above requirements, or have had them read to me carefully, and have had the opportunity to seek further clarification with respect to the **Travel and Expense Policy** and its terms. I understand all of its rules, policies, terms & conditions and agree to abide by them and any amendments that may be issued. I understand that this policy may be amended and adjusted as needed.

Employee Name (Please Print)

Date

Employee Signature

Manager Signature