



TRAVEL EXPENSE POLICY

VERSION HISTORY			
Create Date	Revision Date	Author	Contributors
July 27, 2021	July 1, 2023	People Solutions Travel & Expense Legal	Lisa Love, Courtney Kennedy, Matt Davis, Alison Krumm, Lance Doll, Taylor Ward, Gina Hrisopoulos, Charles Thomas, Megan Wiseley

Purpose:

To explain how and when eligible employees will be compensated and/or reimbursed for travel time and expenses. It is MVP’s practice to pay all employees for employee’s travel time in accordance with applicable laws and to reimburse employees for reasonable expenses in connection with travel on behalf of MVP, subject to the guidelines and procedures set out in this Travel Expense Policy (“Policy”). MVP preferred travel partners should be used unless there are extenuating circumstances and are approved in advance by management. The specific types of expenses that may be reimbursed and the procedures for requesting reimbursement are set out below.

General Guidelines & Overview

This Expense Reimbursement Policy (the “Policy”) is designed to act as a guideline for business travel and entertainment expenses as well as miscellaneous expense reimbursements. They are based on practices employed by organizations of our size and take into consideration what is considered reasonable and customary. While this Policy may contain certain expense limits or guidance, we expect all employees to use professional judgment when incurring expenses on behalf of MVP. The Company recognizes that, in some cases, business related expenses may need to be reviewed on a case-by-case basis; however, this primarily applies if the expense in question is not discussed in this Policy.

Out of Pocket Expense Reimbursements

MVP employees may submit an expense reimbursement for any approved business expense that was paid for with personal funds.

Employees must fully complete all sections of the expense reimbursement system known as Concur. All expense reimbursement requests must be submitted through Concur as “Out of Pocket” expenses. All expense reimbursement reports must contain all required fields as well as an itemized receipt attached to every expense. All reimbursement requests are to be grouped together into one report and submitted once a week.

All employees are required to add employee’s bank information into Concur. Employees can update information in his/her profile found in Settings > Bank Information. No one, other than the employee, has access to any bank information, except for the last four numbers of the users’ account on file. It is the responsibility of the employee to input accurate banking information in Concur.

In the event the employee does not have a copy of the receipt or cannot provide the necessary information for each required field you must provide an approved reason from your direct supervisor or manager. The “Report Name” should adhere to the following naming convention: **Last Name.First Name.Month.Year**

Reimbursements are paid out once a week. Expenses must be fully approved by 5:00 pm EST on Friday, to be included in the following week’s payment batch. Once a batch is closed in Concur the payment process will begin, and expenses will be directly deposited into the user’s account.

Employees are responsible for complying with all Company travel policies.

If an employee possesses an MVP credit card, it is imperative that they refrain from submitting reimbursement requests. Nevertheless, if an employee holds an MVP credit card, but opts not to utilize it for a specific expense, it is mandatory for the employee to furnish a detailed explanation regarding his/her decision and secure managerial approval. These explanations must be entered in the comment section of the respective expense entry in Concur.

The designated manager responsible for approving expense reports holds the accountability of diligently reviewing all reports and receipts to ensure compliance with both the established policy and the Company budget.

In the event of any discrepancies or suspected fraudulent activities, it is mandatory to promptly report such instances to your immediate supervisor. Failure to report may lead to disciplinary action, up to and including termination.

The Company will reimburse employees for all reasonable and necessary expenses while traveling on authorized business or incurring legitimate business expenses.

The Company assumes no obligation to reimburse employees for expenses that are not in compliance with this Policy.

Exceptions to this Policy may be made at the sole and absolute discretion of the Chief Financial Officer. Employees who do not comply with this Policy (for example, submitting fraudulent expense reimbursement requests) may be subject to delay or withholding of reimbursement and/or disciplinary action up to and including termination. This Policy guarantees that expenses are recorded properly for reporting purposes in accordance with required accounting principles.

Failure to adhere to the above MVP policies will result in prolonged reimbursement payments. Excessive reimbursement requests from MVP credit card holders will lead to revocation of the company credit card.

Corporate Credit Cards and Corporate Expense Reporting

To be eligible for a credit card, an employee must travel frequently in the course of his/her duties, purchase significant volumes of goods and services for use by the employer, or incur other regular frequent business expenses of a kind appropriately paid by credit card. If an employee has been issued a company credit card, they are expected to use the company card for all business-related expenses. No cash advances are permitted on Company issued credit cards.

No personal expenses are permitted on Company issued credit cards. The Company reserves the right to reclaim from employees any non-Company expenses incurred on Company issued credit cards. If the card is accidentally used for personal expenses, cardholders shall immediately notify the Travel and Expense team via a Fresh Service ticket. The employee will be asked to code the expense to Office Supplies in Concur and must submit payment to the company covering those expenses within 10 days of occurrence. Checks must be made payable to Mission Veterinary Partners and mailed to Mission Veterinary Partners, 20450 Civic Center Dr, Southfield, Michigan, 48076.

Employee travel and use of the Corporate Card to purchase travel must be authorized by your manager. An individual may not approve his/her own corporate card expense report. All expense reports must be approved by the employee's manager. All employees that are new to Concur must contact the Travel and Expense team for access to Concur via Fresh Service. **Account setup is not automated as Concur accounts are exclusively created upon request.**

The current monthly billing cycle for corporate cards ends on the 20th of each month. Expense reports must be submitted and approved by the user's manager by the 25th of each month.

The "Report Name" should adhere to the following naming convention:

Last Name.First Name.Month.Year

The Concur expense report must match users' monthly credit card statement before submitting for approval.

Documentation Requirements

Employees must provide the following information prior to submitting an expense report for any business-related meals or business expenditure:

- Names of individual(s) present, each individual's respective title and Company name.
- Name and location of where the meal or event took place.
- Business reason for the expense.
- Exact amount and date of the expense.
- Itemized receipts for all individual expenses exceeding \$20.

Allowable Travel Expenses

Expenses that may be reimbursed under this Policy are:

- Business travel expenses, including transportation, lodging, and meals.
- Miscellaneous business expenses, including tolls and parking.

Air Transportation

Employees must travel on the lowest-priced coach airfare available, taking into consideration preferred airports, preferred arrival and departure times, connection times, and other restrictions, including cancellation and change fees. MVP reserves the right to determine whether to reimburse employees for penalties and other charges for flight cancellations or changes, taking the circumstances into account. In the event a flight credit is issued (due to non-refundable ticket), the credit is required to be used for business related travel.

Baggage Fees

Airline charges for checked baggage are reimbursable in each of the following circumstances:

- The employee is transporting materials belonging to MVP.
- The employee is traveling for longer than three days.

Frequent Flyer Plans

Employees may personally retain frequent flyer awards that accrue from business travel while using the MVP credit card. However, employees will not be reimbursed for tickets purchased with frequent flyer miles.

Automobile Transportation

Personal Vehicles

If the use of an employee's personal vehicle is required for business purposes, MVP will reimburse the employee at the mileage rate set by the Internal Revenue Service (IRS). Tolls and parking fees are also reimbursable. Fuel is only reimbursable if not claiming mileage. However, MVP will not reimburse employees for expenses not necessary for business purposes, such as:

- Parking tickets.
- Vehicle repairs and maintenance.
- Fines for moving violations.
- Vehicle towing charges.

Only employees with a valid driver's license and full coverage automobile insurance are permitted to use his/her personal vehicle for business travel. Employees should be aware of the extent of coverage (if any) provided by his/her automobile insurance carrier for travel that is business in nature.

- Mileage is reimbursed over and above current commute to primary worksite or if additional trips are necessary on weekends.
- Reimbursement for use of a personal automobile is based on the IRS mileage reimbursement rate.
- Expenses for general wear and tear, speeding tickets, moving violations, parking tickets, damage, or gasoline are not reimbursed by the Company.

Business Mileage Reimbursement

Any employee engaging in business using his/her personal vehicle will be eligible for business mileage reimbursement pursuant to the current IRS mileage rate, which updates frequently.

Business mileage shall mean the travel an employee incurs beyond normal commute mileage (from home to the office and home again) on a normal workday. Employees may request reimbursement for any business mileage incurred. If an employee does not report to his/her primary work location during a

business day, full mileage between home and the meeting location is reimbursable at the IRS mileage rate, less normal commute miles.

Due to the responsibilities of certain positions, some employees' essential duties require them to travel between offices regularly. In these cases, employees will not receive business mileage reimbursement unless they travel from one office to another within the same business day.

Mileage reimbursement must be submitted through Concur as an out-of-pocket expense. The "from" and "to" location must be entered as well as the total distance. The reimbursable amount for the mileage will automatically be calculated.

Example: Per IRS guidelines, the office to which an employee first reports in the morning is his/her "home" office for the day. Travel to that location is considered the employee's daily commute, and the employee is not reimbursed for it. If, however, they report to one office, then are asked to go to another location, the travel to the second location is eligible for reimbursement.

Inflation of actual mileage incurred is theft of Company assets and will be subject to disciplinary action, up to and including termination of employment.

Rental Cars

If the use of a rental car is required for business purposes, MVP will reimburse employees for the reasonable cost of the rental car, gasoline, tolls, and parking fees. Employees must reserve an economy or standard-size vehicle. Upgrades to full-size vehicles are permissible with manager approval, and if required due to the number of passengers, purpose of the business travel or if transporting excess baggage such as booth displays.

MVP requires employees to purchase damage waiver (CDW) and loss damage waiver (LDW) coverage from all car rental vendors *unless* the rental is MVP's preferred vendors, Enterprise or National. Rental cars purchased for MVP business travel at Enterprise or National will already have CDW and LDW included. MVP will reimburse the cost of CDW and LDW coverage when necessary; all other insurance reimbursements will be denied.

The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required.

Employees are encouraged to evaluate the costs of a rental car vs. ride share (Uber/Lyft/Taxi, etc.).

The prepaid gas option should be declined, and the car returned with a full tank of gas. Rental cars should be returned on time to avoid additional hourly charges.

Ground Transportation

Employees will be reimbursed for ordinary and reasonably priced ground transportation, including buses, shuttles, taxis, and car services to and from airports or railroad stations and between the employee's hotel and other business-related locations.

Hotels and Lodging

MVP will reimburse employees for the cost of standard accommodation in a reasonably priced hotel for

overnight stays during business trips. Hotels in the budget, value, or moderate categories are acceptable, whereas deluxe or luxury hotels are generally not allowable. Employees staying overnight during trips to MVP's home office are encouraged to stay at the nearby Westin Southfield given its proximity to the home office and negotiated corporate rate. The Westin Southfield can be reached at (248) 827-4000.

Employees seeking reimbursement for lodging expenses must submit an itemized hotel receipt or statement which indicates that full payment has been made and contains:

- The name and location of the hotel.
- The date or dates of the employee's stay.
- Separately stated charges for lodging, meals, and other expenses.

The cost of overnight lodging (room rate and tax) will be reimbursed to the employee if the authorized travel is 45 miles or more from the employee's home or primary worksite. Employees are encouraged to book hotels within walking distance of the conference or destination as these options are usually more affordable. If attending a conference, anything booked over the conference room rate will not be reimbursed.

Hotel rates vary substantially countrywide, and by season, so it is not possible to create consistent guidelines or limits for nightly hotel costs. When attending a conference, employees should inquire and secure conference rates before making arrangements at another hotel. If quoted rates seem excessive, please refer to your manager for guidance.

In case of cancellation:

- Employees are responsible for canceling the reservation.
- Employees will not be reimbursed for "no-show" charges unless there is sufficient proof that the billing is in error or circumstances were beyond the employee's control.
- Employees should request and record the cancellation number in case of billing disputes.
- MVP will pay room cancellation fees for guaranteed room reservations only in extenuating circumstances, as determined by MVP in its sole discretion.

Meals

MVP will reimburse employees for the reasonable cost of employee's meals while on overnight travel or where an employee is away from employee's normal work location for an entire day up to a maximum of \$50 per business day. Meal expenditures *exceeding* this amount will require manager's approval upon submission of the expense report in Concur and may not be reimbursed in full.

However, MVP will not reimburse employees for meals that MVP, in its sole discretion, determines are lavish or extravagant or for the cost of smoking/tobacco products.

Employees must provide receipts or other appropriate substantiating documentation for all reimbursable meal expenses. Employees may include the expense of reasonable gratuities of up to 20%.

Miscellaneous Expenses

The following are examples of additional expenses that will be reimbursed due to business travel:

- Data connection (internet and/or Wi-Fi).
- Photocopies.

- Parking/Hotel Valet.
- Tolls.
- Uber/Lyft/Taxi/Subway/Metro/Ferry.

Non-reimbursable Travel Expenses

The following items that may be associated with business travel will NOT be reimbursed by MVP:

- Airline club memberships and travel programs such as TSA Pre-Check and CLEAR
- Airline upgrades
- Business class for domestic flights or first class for all flights
- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges
- Commuting between home and primary work locations
- Costs incurred by employee's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses
- Haircuts and personal grooming
- Laundry and dry cleaning
- Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment.
- Costs incurred by employee's failure to cancel travel or hotel reservations in a timely fashion. Similarly, employees should attempt to purchase tickets as soon as possible to avoid price increases that occur closer to departure dates.
- Personal entertainment expenses, including in-flight movies, headset, health club facilities, hotel pay-per-view movies, social activities, and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance
- Excess baggage charges
- Expenses related to vacation or personal days while on a business trip.
- Loss or theft of personal funds, personal property, or lost baggage
- Non-compulsory insurance coverage
- Rental car upgrades unless traveling with two or more employees.
- Repairs due to accidents.
- Other expenses not directly related to the business travel.

Travel for Non-Employees

Additional costs for travel, lodging, meals or other travel expenses for spouses or other family members will not be reimbursed unless the individual has a bona fide company purpose for engaging in the travel or attending the event. Such travel is generally limited to senior management and should occur infrequently.

PTO/Personal Time

In cases in which PTO or personal time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the expense report. Personal expenses cannot be reimbursed. Tracking and approving cost variances is the responsibility of the supervisor. If any variances are to be rejected, it is the responsibility of the supervisor to do so.

Return of Excess Reimbursements

If an employee receives any excess reimbursement for any reason, the employee must report the

overpayment to the Travel & Expense and Treasury teams immediately. The employee will have 10 days to return the excess amount to the Treasury team in the form of a check. Checks must be made payable to Mission Veterinary Partners and mailed to Mission Veterinary Partners, 20450 Civic Center Dr, Southfield, Michigan, 48076.

Expense Reimbursement Payment

Payment Date

MVP will reimburse an employee for reasonable reimbursable expenses following the date on which the employee submits a complete expense reimbursement form that includes all required approvals and substantiating documentation. **All expenses must be included on the submitted expense report within 60 days in which the expense is incurred.**

Section 409A of the Internal Revenue Code

Reimbursements under this Policy are intended to comply with Code Section 409A (“Section 409”), and applicable guidance issued thereunder or an exemption from the application of Section 409A.

Accordingly, all provisions of this Policy shall be construed and administered in accordance with Section 409A. The number of reimbursements provided under this Policy in any calendar year shall not affect the number of reimbursements provided during any other calendar year and the right to reimbursements hereunder cannot be liquidated or exchanged for any other benefit.

Notwithstanding any provision of this Policy, MVP shall not be liable to any employee for any taxes or penalties imposed under Section 409A on any reimbursements hereunder.

Travel Time Compensation

Employees in positions classified as **non-exempt** (overtime eligible) under the Fair Labor Standards Act and applicable state law may be eligible for compensation for the time required traveling at the request of the Company. The compensation an employee receives depends on the type of travel and whether the meeting or other obligation is mandatory.

Travel for a One-Day Assignment, Project, or Conference in Another City

A non-exempt employee who regularly works at a single location and is given a special one-day assignment, project, or conference in another city and returns home the same day will be paid for the time spent traveling to and from the other location, minus the time that the employee would normally spend commuting to and from the regular worksite.

Travel During the Workday

Travel time by a non-exempt employee as part of his/ her regular job duties, such as travel from one facility to another during a work shift is work time and will be paid as such.

Travel Away from Home

Travel that keeps a non-exempt employee away from home overnight is travel away from home. Travel time incurred on behalf of the Company is treated as work hours, minus time spent commuting from home to an airport terminal or train station.

Take the following work hours example:

An inventory manager in Columbus, Ohio is asked to attend a training event in Indianapolis, Indiana. The employee drives from Ohio to Indiana the night before the training, with a total drive time of 2 hours and

44 minutes. The employee will be compensated for the time spent driving from Ohio to Indiana. The employee will then be compensated for the time spent on the training event. **The time spent at the hotel the night before or after the event is not considered working time.**

An optional reception then follows the event, and attendance at the reception is not mandatory. The employee elects to attend the reception; however, time spent at the reception is not considered time worked. The employee then makes the drive back to Columbus, Ohio, and the employee will be compensated for the drive time back.

Attendance at an Event, Project, or Conference

If a non-exempt employee is required to attend a work event/conference outside the employee's regular workplace and/or work hours, the employee will be paid for the hours of employee's attendance at the event/conference.

Administration of this Policy

People Solutions owns the administration of this Policy, and Travel and Expense owns the expense reimbursement process. If you have any questions, please contact People Solutions or Travel and Expense clarification. If you have questions about MVP preferred travel partners, contact Vendor Contract Services.

Occasionally it may be necessary for employees to request exceptions to this Travel Policy. Requests for exceptions to the Policy must be made in writing and approved by the Chief People Officer or the Chief Financial Officer.