



# Independent Journal Review Inc. Expense & Travel Policy

Updated 2.28.19

It is the company's policy to reimburse staff for reasonable and necessary expenses incurred in connection with their work on behalf of the company. The document below outlines the standard expense and travel policies for reimbursement. Any special circumstances will be resolved at the discretion of the Finance team. Finance can be contacted at [finance@ijr.com](mailto:finance@ijr.com).

## Expenses

### I. General Information on Submitting Expenses

IJR uses Xero to manage employee expense reports. All items for reimbursement are to be submitted via Xero, with the appropriate fields completed and receipt attached.

Once approved, expenses eligible for reimbursement are paid out via Gusto as part of payroll processing. As such employees are required to keep their bank information up to date in Gusto.

### II. Pay Schedule

Expenses will be paid out on paydays via direct deposit to the employee's banking account listed in Gusto. A list of these payroll days can be found on the Google Drive.

### III. Deadline for Submitting Expenses

Expenses are due by 9:00AM ET the Monday of a payroll week to be processed for a payout on the Friday of that week (payday). Anything submitted after that deadline will be processed for the following pay period. All expenses must be submitted within 30 days. Anything submitted after this window will not be reimbursable.

### IV. Approved Expenses

A. Cell phones - Employees of IJR have the option of either joining the company's Verizon plan or submitting a copy of their cell phone bill for reimbursement. If an employee chooses to remain on their own plan, the company will reimburse up to \$20.

B. Uber's/Taxis/Lyft - The company will reimburse employees the cost of travel to client and source meetings, as long as they submit a copy of the receipt and note who the meeting was with, and what the outcome was. Transportation to company events is not reimbursable unless the employee was staffing the event or required to attend. A list of such individuals will be given to finance for review and these individuals will be notified ahead of time that they may submit transportation for reimbursement.





C. Software/Subscription Accounts – The company maintains accounts and subscriptions on all necessary platforms. The company will not reimburse for individual accounts, or alternative software.

## Travel

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### I. Authorization and Responsibility

Staff travel must be approved by the team’s Manager and the President. Travelers should verify that planned travel is approved in writing before making any flights, hotels, etc. All flights, trains, hotels, and car rentals must be booked via the Amex Global Business Travel Portal; expenses booked outside of the portal will not be eligible for reimbursement.

### II. Vacation in Conjunction with Business Travel

In cases where vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified in the travel request. No personal expenses will be reimbursed. The company will not cover the cost of any significant others/friends/etc joining the trip.

### III. Client Reimbursed Travel

It is the responsibility of the employee to adhere to the client’s travel reimbursement policies in order to ensure that the company is fully reimbursed by the client. Expenses incurred that are not ultimately reimbursed, for any reason, by the client will not be reimbursed to the employee by the company.

### IV. Airfare

Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. Coach class or economy tickets must be purchased for domestic or international flights with a flight time totaling less than five consecutive hours excluding layovers. A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating.

### V. Rail Transportation

Rail transportation is permissible provided that the cost does not exceed the cost of the least expensive airfare.

### VI. Conference Registration Fees

The company will cover the cost of any registration fees for events that are part of the approved travel plan.

### VII. Meals

The daily allowance for meals, non alcoholic drinks and snacks is \$60.00 per day while travelling. Travelers will be reimbursed for the actual cost of meals and beverages (as noted above) up to the daily limit. Itemized receipts are required for reimbursement.

### VIII. Other Business Expenses





Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status, can be reimbursed. Itemized receipts are required.

**IX. Tolls**

Receipts are required for tolls totaling \$25 or more.

**X. Miscellaneous Transportation**

Original receipts are required for bus, subway, metro, ferry and other modes of transportation.

**XI. Non Reimbursable Travel Expenses**

The following items that may be associated with business travel will not be reimbursed by the company:

- Airline club memberships
- Airline upgrades
- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges
- Costs incurred by traveler'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
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs
- Travel accident insurance premiums or purchase of additional travel insurance
- Other expenses not directly related to the business travel

I acknowledge receipt of the Company's Expense & Travel Policy and agree to follow the guidelines within it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

