**TRAVEL POLICY**

**1.0 PURPOSE AND SCOPE**

To provide travel guidelines for those employees that may travel on behalf of Larson Davis a Division of PCB Piezotronics, Inc. It is the policy of PCB Piezotronics Inc. (PCB**)** to authorize travel, which is necessary to accomplish PCB’s purposes effectively and economically. PCB’s travel policy is designed to be fair to the traveling employee, as well as cost effective to PCBand its customers

**2.0 AFFECTED DEPARTMENTS**

All Departments and all PCB Employees

**3.0 REFERENCE DOCUMENTS**

FA003 Expense Report

 Travel Request Form (obtained from Travel Planner)

 PCB Travel Policy (obtained from Travel Planner)

**4.0 RESPONSIBILITIES & AUTHORITY**

All travel must be approved on the Travel Request Form by local and corporate management.

**Employees--**The employee completes the "Travel Request Form” obtained from corporate Travel Planner. The employee then obtains departmental management approval.

**Managers--**Review the itinerary and estimated costs of the proposed travel and approve the travel. The request is forwarded to corporate management (Senior Management Team Level) for approval.

**5.0 DEFINITIONS--**None

**6.0 SAFETY PRECAUTIONS**

Employee safety while on the road is paramount. Employees that travel on company business are to exercise caution and consider personal safety when making travel plans.

The following types of behavior are potentially unsafe and should be avoided:

1. Distractions while driving, such as, use of laptops and non-hands free cell phones.
2. Solo travel to high risk / high crime areas at night.

**7.0 EQUIPMENT & MATERIALS--**Not applicable.

**8.0 INSTRUCTIONS**

**8.1 GENERAL TRAVEL POLICY**
Employees traveling on PCB business must have prior written approval. Travel expenses are a major indirect cost for our organization. Employees are expected to act in the best financial interests of PCB Piezotronics Inc. when making arrangement decisions, as well as when incurring actual travel costs. Employees are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. As long as this practice is pursued, it is intended that an employee should not suffer any out of pocket expense that the individual would not have incurred had he or she not been on a business assignment. Excessive costs for circuitous routes, delays, personal travel, or luxury accommodations and services unnecessary or unjustified in the performance of PCB’s business are not reimbursable. Employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience. Abuse of the expense account privileges at PCBcould result in disciplinary action, including termination of employment.

Employees must work with our designated travel planner when making travel arrangements to ensure we are actively seeking out the most cost effective travel available.

At all times during business travel, employees are representatives of PCB; therefore, you are expected to conduct yourself professionally and responsibly. Disruptive or aggressive behavior in public establishments will be addressed with disciplinary action which may include discharge from employment.

Employees traveling on company business are normally expected to utilize their own credit cards for hotel and car rental expenses as these agencies require a major credit card for their services.

* The company covers expenses incurred while on company business or for attendance at meetings, workshops, professional development programs and other such events previously authorized by Management in accordance with the PCB Travel Policy.
* A Travel Authorization Form is completed prior to any travel being booked and/or travel expenses being incurred. Employees are in travel status when he or she is more than seventy-five (75) miles away from their usual work location for greater than 12 hours.
* PCBreimburses employees for all ordinary, reasonable and necessary expenses incurred while traveling on business for the company. Credit card delinquent fees, late fees, check cashing fees, money-wiring fees, and return check fees are not allowable and will not be reimbursed. Questions concerning whether a specific charge is reasonable and customary will be determined by Executive Management or Management Team.
* Detailed receipts are required for all employees’ paid expenses submitted for reimbursement. Receipts must be attached to the Expense Report.

**Reservation Procedure—**All employees should contact the PCB Corporate Travel Planner during business hours, 8:00 a.m. to 4:30 p.m., Monday-Thursday EST at extension 2371 to book air transportation, hotel, and/or car rentals for business travel. You may send an email to jkukoda@pcb.com on Fridays for expedited help or call the Executive Administrative Assistant at ext. 2248.

For travel emergencies outside of business hours, please contact your supervisor who will coordinate changes in the original itinerary.

* Please request reservations as far in advance as possible so that the company can get the most favorable fares. All employees must make every effort to keep the original itinerary when flights have been booked. Changes to the ticket once booked will result in fees and charges assessed by the providers. If for any reason you must cancel or alter your travel plans, please inform the travel planner as soon as possible. There may be steps the planner can take to lower penalty fees or request a refund from the airline, hotels, rental agencies, etc.
* All airfare is paid by PCB’s credit card. Hotels and car rentals are reserved on PCB’s credit card but traveler is responsible for paying all hotel and car rental charges, and subsequently, submitting for reimbursement if no travel advance was obtained.

**8.2 TRANSPORTATION**
Employees must use the method of transportation that will result in the greatest advantage to the Company and its customers. In addition to actual transportation costs, PCBconsiders such factors as location and duration of the travel assignment, total distance of travel, number of places visited, need for local travel at the destination location, number of travelers, and the costs of per diem, overtime, and lost work time. As a PCBguideline, you should use your personal or a corporate vehicle if you are traveling within 200 miles of your home. Use of the personal vehicle will be reimbursed as outlined below. Corporate vehicles may be obtained from the PCB Corporate Travel Planner. The employee requesting the vehicle is responsible for its use and the vehicle should be returned clean, and with a full tank of gas. Please also remember that the vehicle is subject to PCB’s no smoking policy.

• Commercial Airplane or Train. The employee will use a common carrier to and from the travel location when it is the least costly and most expeditious means of travel. The Corporate Travel Planner will provide multiple options to choose from. PCBwill reimburse the employee for round trip mileage to the airport in accordance with the policies stated in this document. Off-airport parking or taxicab fares between the airport and the employee’s residence or regular work location, travel location, or place of lodging are also permitted. The employee is expected to use courtesy transportation services provided by their hotel, if available. PCB Corporate Travel Planner will provide the employee with this information.

• Rental Car. Rental cars will be issued to employees based on the availability of public transportation at the travel location Employees must have a valid state driver’s license to operate any vehicle while on PCB’s business.

* Reservations should be made with the rental car agency that has the lowest reasonable price.
* Reservations should be made for mid-size cars. If a group of employees shares a rental car or the transportation of equipment is involved, a larger rental car may be approved. The employee’s Supervisor must approve the variance prior to travel.
* The employee is to decline all additional insurance coverage for the car rental while on business travel in the USA. PCBdoes not authorize or pay for personal accident insurance, personal effects coverage, liability insurance supplement, mobile telephone charges, or any other extra services that are not included in the rental car contracted rates. Copies of the PCB insurance coverage may be obtained from the Travel Planner and carried with you.
* The employee should return the car with a full tank of gas purchased at a local establishment as opposed to purchasing gas from the rental car agency.
* Always check on the rental car for damage before taking it. If you see damage, have the agent note it on your contract.
* Only driver’s specified on the rental are allowed to drive the car. If an unauthorized driver is involved in an accident, the rental agreement is void and the potential liability to PCB increases.
* If you are involved in a car accident with a rental car, be sure to exchange basic information with the other driver(s) involved – name, address, phone, auto insurance, license number. The rental car company should also have a form to complete on the accident and copies of all documentation should be forwarded to VP of Administration or PCB’s Finance department as soon as possible.

• Taxicabs. PCBreimburses employees for the authorized use of taxicabs using the most direct route plus a tip of no more than fifteen percent. A receipt is required for reimbursement for all taxi fares.

• Personal Vehicle. If the traveler requests and receives authorization to use a personal vehicle in lieu of a common carrier, and such use is not advantageous to the Company, PCBdoes the following:

* Limits mileage reimbursement, per diem, and lodging expenses to the lowest discounted fare of the appropriate common carrier,
* Limits compensated travel time each way to the time required for air travel between the originating location and destination, and
* Requires the traveler to use vacation or leave without pay for non-business travel days incurred in route with a personal vehicle.

If the traveler receives authorization to use a personal vehicle in lieu of a common carrier, the following applies:

* PCBpays employees for the authorized use of their personal vehicles on a mileage basis over the most direct, commonly used route. Employees are reimbursed for total miles driven to the airport or travel location, less their normal round trip commuting miles, unless the travel occurs on a day other than a normal workday. If the travel occurs on a day other than a normal workday, the employee is reimbursed for all mileage while on travel status,
* PCBpays mileage to only one employee when two or more are traveling together on the same trip and in the same personal vehicle,
* Mileage rates are governed by the Internal Revenue Service (IRS) allowable mileage reimbursement,
* The employee is required to keep a log of miles traveled between each destination on a single business trip. Mileage expense is claimed on the standard Travel Expense Report,
* Mileage reimbursement constitutes full compensation for all costs of operating the vehicle, including insurance, gasoline, maintenance, and repair.

**Airport Parking**

PCB prefers that employees minimize the expense of parking at the airport. Employees should consider alternatives to leaving their car in airport parking for extended periods of time. Airport shuttles and other means of public transportation to the airport should be considered.

**8.3 LODGING ACCOMMODATIONS**
Employees are allowed lodging while on travel status for more than 12 hours. Employees must be more than 75 miles away from the regular work location to obtain lodging reimbursement. Travelers are responsible for paying their own lodging bills unless employee stayed in a hotel that bills PCB directly. Additional information on direct-bill hotels may be obtained from PCB Corporate Travel Planner.

Confirmed Rates and Confirmation Numbers. Prior to departure, travelers must be sure to obtain confirmed rates and confirmation numbers to ensure rates on the bill are accurate. It is the employee’s responsibility to settle any rate dispute with the establishment prior to leaving the hotel. Any charges over the confirmed rate may not be reimbursed to the employee.

Guaranteeing Late Arrival. PCBwill guarantee late arrival in case of unexpected travel delays. If the employee recognizes, after travel has begun, that he or she is unable to keep a guaranteed reservation, it is the employee’s responsibility to cancel the guaranteed reservations to avoid a “no show” charge from the lodging establishment. The cause for the delay (airline delays) should be explained to the hotel to help avoid a charge.

Employee should contact PCB Corporate Travel Planner to make a hotel reservation when on business travel and overnight lodging is required. PCB Corporate Travel Planner should reserve hotel with the actual lodging cost (excluding taxes) not to exceed the maximum lodging rate for the temporary duty location or stopover point. Lodging taxes are reimbursable as a miscellaneous travel expense and recorded separately on the Expense Report. Higher than maximum lodging rate for the temporary duty location or stopover point must be justified and approved prior to travel.

International accommodations may be handled in a different manner depending on the type of travel and if working with company or independent distributors. Please work with the travel planner when needed or directly with international contacts.

When an employee finds he or she will not use accommodations, which have been reserved for him or her, it is the employee’s responsibility to cancel the reservation, whenever possible, within the time limits specified by the establishment.

**8.4 MEALS AND INCIDENTAL EXPENSES (M&I Expenses)**
Employees are reimbursed for actual meal expenses while traveling and are expected to use reasonable judgment in managing meal costs. Although employees are not expected to eat all meals at low-cost, fast-food establishments, formal, high-priced, restaurants should be avoided. Employees are required to attach detailed receipts for reimbursement.

PCBuses M&I Expenses Per Diem amount (according to Federal Travel Regulations) to determine whether expenses are reasonable and allowable for government contracts. Meals and incidental expenses are compared to a Per Diem allowance based on the travel location in the following way:

* For the first and last day of the travel – actual expenses are compared to the 75% of the per diem amount
* For all other days of the travel – actual expenses are compared to 100% of per diem amount based on location

When meals are furnished without charge to the employee (for example, when included in training, or conference registration fee, or provided by a customer), PCBadjusts the Per Diem rate in accordance with the Federal Travel Regulations. Employees are required to deduct the Per Diem allowance for the specific meal provided from the Per Diem claimed on the expense report. The Per Diem amount for each specific meal is defined by the Federal Travel Regulations.

Reasonable incidental travel expenses are reimbursed; such as airport parking, tolls, telephone calls, tips. Most of these expenses are outlined on our expense reports. Expenses for newspapers, movies, mini bars, and other entertainment are not reimbursable, unless previously approved prior to the trip.

**8.5 ENTERTAINMENT**
Professional hospitality and entertainment expenses will be reimbursed. Good judgment should be exercised when incurring these types of expenses. The names of those entertained, the date, the location and the business purpose for the event must be included in the travel expense report.

**8.6 TRAVEL REPORTS**
Travel reports and travel expense reimbursement reports are to be submitted for approval within thirty (30) working days of your return from your trip—after which time the reimbursement forms are submitted to Accounts Payable.

* Original detailed receipts for each expense are to accompany the expense reimbursement report.

**8.7 CASH ADVANCES**

Employees may obtain a cash advance from the Travel Planner for an estimated amount to cover meal, and incidental expenses. A cash advance must be requested at least one week prior to travel and approved by the Management Team or Executive Management. Unused money and an expense report with receipts must be sent for approval per the above requirements.

**9.0 INSPECTION--NA**

**10.0 RECORDS--**Completed and approved forms are filed with the Finance Department. Completed forms are retained in accordance with standard finance department procedures.

**11.0 DISTRIBUTION--**all employees via the online document control area.

**12.0 ATTACHMENTS--**Not applicable.

**13.0 REVISION HISTORY**

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| --- | --- | --- | --- | --- |
| **DCO #** | **REV** | **DATE** | **INITIALS** | **CHANGES MADE** |
| 490 | A | 12/13/02 | JEB | Initial Release |
| 1021 | B |  |  | Update to PCB Piezotronics Inc. information |
| 1063 | C | 3/11/08 | DAR | Update reimbursement prices and added reference to E-Form |
| 1108 | D | 5/16/08 | DAR | Update |
| 1295 | E | 6/1/2010 | DAR | Updates |
| 1321 | F | 1/4/11 | HA | Updated E-Forms & Non E-Form |
| 1418B | G | 1/23/13 | DAR | Update to match corporate policies |
| 1494 | H | 1/16/14 | DAR | Update Travel Request Forms  |
| 1602 | I | 1/20/16 | DAR | Delete the Travel Request Form from policy and make other minor changes |
| 1917 | J | 8/22/19 | DAR | Update to match corporate policies |
|  |  |  |  |  |