**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.

**2.0 AFFECTED DEPARTMENTS**

All Departments

**3.0 REFERENCE DOCUMENTS**

D0001.0009 Reimbursement Policy

D0001.0009-1 Reimbursement form

D0001.1072 Signing Authority - Finance Policy

**4.0 RESPONSIBILITIES & AUTHORITY**

All travel must be approved on a travel request form by local and corporate management.

**Employees--**The employee completes the "Travel Request Form” obtained from corporate Travel Coordinator and gets costing itemized on various options for the proposed travel. 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 then forwarded to corporate management (Senior Management Team Level) for approval. Once plans and costs have been approved the Travel Request Form is sent to the travel coordinator to book the various travel plans.

**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**
Travel expenses are a major indirect cost for our organization. Employees are expected to act in the best financial interests of PCB Piezotronics Inc. while making arrangement decisions for travel, and during travel to keep these costs to a minimum. All employees must work with our designated travel agent / coordinator or agency 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 LD Reimbursement Policy (D0001.0009).

**Reservation Procedure—**All employees, including outside field sales engineers, should contact the PCB Corporate Travel Coordinator 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. All travel is booked with our travel coordinator.

For travel emergencies outside of business hours, The Travel Team can be contacted directly at 877-332-6531, code PCB 1UI2.

* 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 airlines. If for any reason you must cancel or alter your travel plans please inform the travel agency as soon as possible. There may be steps the agency can take to lower penalty fees or request a refund from the airline, hotels, rental agencies, etc.

**8.2 TRANSPORTATION**
Employees must select the most reasonable means of transportation on company business trips. As a PCB guideline, you should use your personal or a corporate vehicle if you are traveling within 200 miles of your home. PCB will reimburse for mileage, which is a set amount per mile, determined by our accounting department, and is subject to change periodically according to IRS guidelines. Other incidentals associated with using your personal vehicle, such as gas, maintenance or repair, are not reimbursable and considered to be included in the mileage reimbursement. Employees who often use their own vehicle for business travel should contact their departmental supervisor to determine if additional automobile insurance is necessary.

Corporate vehicles may be obtained from the Travel Coordinator. 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.

**Air Travel**

* The company will purchase tickets for the economy class cabin. Any exceptions must be approved by executive management. Upgrades from economy class may be obtained when the traveler uses a coupon or frequent flyer upgrade. Employees are expected to maximize the use of each business day as appropriate to their destination of travel and circumstances.
* The decision to utilize one airline or another should be based upon lowest cost and should not reflect an employee’s membership in any airline frequent flyer program.

Overbooked/Canceled Flights

* When faced with a lengthy delay in taking off, a traveler does have options.
	1. Request to be put on a different carrier. (The original airline is not required to do this.)
	2. Request a full refund of a restricted ticket if you can’t fly because of the delay.
	3. Question the airline representative about what compensation/reimbursement for telephone calls, meals, beverages, and hotel rooms are available.
	4. Call Travel Coordinator during working hours or the emergency number listed above and on your travel plans after hours to arrange another travel alternative. You may call Dave Rosen in emergency situations when others cannot be reached.
* If a flight is oversold, the Department of Transportation requires the airline to seek volunteers who will give up their seats in exchange for either free air transportation or cash. The airline may negotiate with their passenger for a mutually acceptable amount or maybe a free trip or other benefits. Employees are allowed to give up their seat in exchange for a benefit, if he/she does so at the expense of their own personal time. The extra hours will not be considered hours worked.

**Rental Cars**

When possible, employees should attempt to share a rental car with other traveling employees or consider other methods of transportation; such as hotel / airport shuttles. Employees should follow the guidelines below when renting a car.

* Your reservation should be made with the rental car agency that has the lowest reasonable price. A membership in a frequent user program for a particular agency must not be the deciding factor in the selection of an agency.
* Reservations should be made for compact to mid-size cars when alone or other size vehicles appropriate for the purpose of the travel and number of people to ride in the vehicle.
* Never accept additional insurance for collision, liability, or personal accident on a rental car. PCB carries this insurance.
* 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 PCB’s Finance department as soon as possible.

**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 HOTEL ACCOMMODATIONS**
The travel coordinator can reserve hotel accommodations when you make airline and rental car arrangements. You will be booked in a moderately priced hotel /motel, such as Holiday Inn or Hampton Inn. Higher priced chains, such as Marriott or Hyatt should not be used unless a group rate has been negotiated.

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 coordinator when needed or directly with international contacts.

If your plans change and you will not use a scheduled hotel / motel, please notify the travel agent as soon as possible to cancel your reservation and avoid any no-show fees.

PCB does have lodging property available for employees traveling to the Buffalo location. Those employees utilizing this facility are responsible for leaving it in a clean state. Please remember that like PCB, this is a non-smoking facility. Further information may be obtained from the Travel Coordinator.

**8.4 MEALS**
PCB does have a per diem allowance for meals. However, employees are reimbursed for actual meal expenses while traveling and are expected to use reasonable judgment in managing meal costs. The per diem allowance is used to evaluate meal expenses on submitted expense reports. Although employees are not expected to eat all meals at low-cost, fast-food establishments; formal, high-priced, restaurants should be avoided. Alcoholic beverages are prohibited while conducting Company business even outside of our facilities and should be limited to after hours. Excessive drinking after business hours while traveling is highly discouraged.

**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 INCIDENTALS**

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.

Telephone calls billed to a hotel room are exorbitant and should be kept to a minimum. Please use a credit card, pre-paid calling card, or cell phone when possible (spare cell phones may be requested from the Travel Coordinator).

**8.7 TRAVEL REPORTS**
Travel reports and travel expense reimbursement reports are to be submitted for approval within five (5) working days of your return from your trip—after which time the reimbursement forms are to be submitted to Accounts Payable.

* Original detailed receipts for each expense are to accompany the expense reimbursement report.
* For expenses in excess of $10.00, a receipt must be submitted.
* Approval of the immediate supervisor and others may be required depending on signing authority as outlined in the Signing Authority - Finance Policy (D0001.1072).

**8.8 CASH ADVANCES**

Employees may obtain a cash advance from the Travel Coordinator 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  |
|  | I | 1/20/16 | DAR | Delete the Travel Request Form from policy and make other minor changes |
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