

IAPMO Travel Policy

It is the policy of IAPMO to pay for employees' reasonable expenses for approved work-related travel, pursuant to this policy and the IAPMO Group Reimbursement Policy.

Effective June 7, 2022, the COVID-19 restrictions have been suspended, resulting in no vaccine requirement for staff who travel or attend a densely populated public event. The CEO may reinstate COVID-19 restrictions if cases create the necessity to do so. Staff are required to adhere to the rules of the local health department and the policy of the meeting or event host including the respiratory illness restrictions included in this policy.

I. **Manager/Supervisor Approval**

All business travel approval is subject to the prior written approval of your manager/supervisor. Please complete the Travel Authorization Form (attached).

Any deviation from any provision of this Policy requires prior written approval from the CEO.

II. **Booking Through IAPMO's In-House Travel & Events Department**

All travel should be booked through IAPMO's in-house Travel & Events Department.

A. **Traveler Profile**

Employees who travel must submit a completed traveler profile form (attached) to IAPMO's Travel & Events Department to ensure their correct information is reflected in all reservations. Travel profiles will also include information on employees' travel documents (such as passports and visas) and employees' emergency contacts, whom IAPMO will contact in the case of medical or other emergencies, so keeping these forms up to date is essential.

- Traveler profile form will be provided to the employee by a member of the travel department before any travel arrangements have been made.

B. **Making Reservations for Travel**

Employees must make travel reservations through the IAPMO Travel & Events Department using the following procedures:

- Obtain manager approval for proposed travel.
- Submit a request to IAPMO's Travel & Events Department at travel@iapmo.org or via phone at 909-472-4123 (Liz Otto) or 909-218-8135 (Mary Moran-Manz).
- Obtain the Travel Authorization Form from the Travel & Events Department, specifying:
 - o the time and dates of required travel;
 - o preferred airports for departure and arrival;
 - o whether connecting transportation is needed;
 - o details on required lodging.
- The Travel Authorization Form must include the approval of the CEO, EVP, or his/her designee.
- The Travel Authorization Form must include the employee's signature.

C. **Changes to Travel Plans**

In the event that changes need to be made to any business trip, whether prior to or during the trip, employees should contact IAPMO's Travel & Events Department at (909

472- 4123 Liz Otto or (909) 218-8135 Mary Moran-Manz. For after-hours assistance, please contact the travel agency at (877) 504-3491.

III. Policies for Travel

Employees are expected to make intelligent, informed choices while traveling on IAPMO business. As a general rule, employees should seek to incur the lowest reasonable travel expenses and employees should continually evaluate whether the Company's business goals can be accomplished by participating remotely/virtually.

A. Travel Documents

Prior to booking any travel, confirm with IAPMO's Travel & Events Department that you have appropriate identification documents, any needed visas, etc. In the event that you need assistance with acquiring or renewing these documents for business travel, please contact the Travel & Events Department.

B. Flights

In order to secure the lowest airfare, every effort should be made to schedule your airline reservations at least thirty days prior to the scheduled travel.

In the event of a missed flight, contact the IAPMO Travel & Events Department immediately for assistance.

1. Denied Boarding Compensation

Employees may not volunteer for denied boarding compensation ("being bumped").

2. Delays Resulting in Overnight Stays

If a travel delay results in an overnight stay, you should try to obtain complimentary lodging from the airline; contact the Travel & Events Department who may be able to assist with this. If you cannot, your expenses will be reimbursed in accordance with this travel policy.

3. Frequent Flyer Programs

IAPMO's policy is to allow employees traveling for work to keep frequent flyer miles (and other similar points programs) for their own use, and employees are encouraged to use their miles if they wish to upgrade business travel arrangements. The Travel & Events Department will take employees' supplier preferences into consideration but will ultimately book the most appropriate supplier option.

4. Apps

Employees can utilize the app provided by the travel agency or other free apps provided by airlines and hotels to monitor their travel itineraries.

C. Ground Transportation

1. Driving in Lieu of Flying

If you have the option to drive or fly and choose to drive, IAPMO will reimburse you at the current IRS mileage rate or at the least expensive coach class airfare, whichever is less. IAPMO Group will determine the coach class airfare by contacting its own travel department. Unusual circumstances, such as the need to transport bulky items, may at times make travel by car a more reasonable option than flying. In such instances, employees who obtain prior written

managerial approval may, in accordance with this policy, secure a rental car or be reimbursed for their mileage in spite of the availability of less expensive airfare.

For trips by car, employees must consult with the Travel & Events Department to determine whether a rental car is more appropriate and cost-effective than driving a personal vehicle.

2. Taxi and Local / Public Transportation

Travelers are encouraged to use the most cost-effective and safe ground transportation. Public transportation, hotel shuttles, taxis, and rideshare services (such as Lyft or Uber) are allowed, taking safety and travel time into account. Usually, using a shuttle or taxi to transfer from the airport to a hotel or meeting site is more convenient and cost-effective than renting a car, and is thus the appropriate method to travel in the arrival city.

3. Car Rental

If it is necessary for you to rent a car for company business, you must do so through the IAPMO Travel & Events Department. When renting a vehicle through the IAPMO Group AVIS Central Billing account, the Loss Damage Waiver (LDW) coverage and the Personal Accident Insurance (PAI) will be included and prepaid. However, the rental agent may not be aware of this and may ask whether you wish to decline the coverages; if offered, do NOT decline LDW or PAI. These insurances may also be covered by your Wells Fargo credit card. When in doubt, please confirm with the Travel & Events Department. To avoid additional charges, return your rental car to the original rental city (unless approved for a one-way rental) on time and with a full gas tank.

4. Transfer to and from Airports

IAPMO will reimburse employees for their mileage to and from the airport, as well as parking at the airport, in accordance with Section V of this policy. Please contact the Travel & Events Department for guidance in making plans to ensure efficient and reasonably priced transportation from your home to the airport, and from the airport to your home.

D. Hotel

IAPMO will pay for your pre-approved hotel room, beginning the night before a scheduled meeting and ending the day after the meeting. In the event a staff member's flight cost is significantly lower with a Saturday overnight stay, IAPMO will pay for such a stay.

For certain meetings, your hotel room bill will be put on a master account and the bill will be sent directly to IAPMO. The reimbursement policies described herein apply equally whether IAPMO pays directly, or you will seek reimbursement.

E. Loyalty Programs

As with frequent flier miles, IAPMO allows employees traveling for work to keep loyalty points (e.g. from hotels or rental car companies) for their own use, and encourages the use of such points if employees wish to upgrade business travel arrangements. The Travel & Events Department will take employees' supplier preferences into consideration when making reservations, but will ultimately book the most appropriate supplier option.

F. Luggage

As most business trips are brief and to enhance flexibility in the event a flight change is required, we encourage carry-on baggage whenever possible. In all circumstances, important business papers, airplane tickets, your visa/passport, and an emergency overnight kit should be carried in an employee's carry-on luggage.

1. Lost/Damaged Baggage

IAPMO will not be responsible for lost and/or damaged luggage. Should the airline lose your luggage, please file a lost baggage report with the airline as soon as possible.

2. Checked Baggage Fees

In the event, you need to check luggage, and your airline status does not allow for a free baggage allowance, the company will reimburse the employee for checked baggage as described in the reimbursement section hereof.

3. Consider Shipping Equipment

In the event you need to travel with business-related equipment or supplies, please inquire as to the cost and feasibility of using our preferred shipping company versus paying for these items as checked baggage.

G. Data and IP Protection

Employees are urged to take the utmost care to protect IAPMO's confidential information. At no time should IAPMO computers be left unattended, except when locked in a hotel safe. Employees are encouraged to be aware of their surroundings and to use appropriate precautions when performing work for IAPMO outside of a hotel room or closed office.

Before traveling for business, please contact the IT department to ensure you are complying with best practices for data protection as you travel.

H. Health

Prior to traveling outside of the United States, employees should consult with their personal healthcare provider to ascertain whether any vaccinations or other medical treatments are advised for their destination. Employees should also confer with the Travel & Events Department regarding best health practices for their destination.

IV. Emergencies

In case of a travel emergency, please contact IAPMO's travel department at travel@iapmo.org or (909) 472- 4123 Liz Otto or (909) 218-8135 Mary Moran-Manz or (909) 633-2079 Tina Marian. For after-hours assistance, please contact the travel agency at (877) 504-3491.

Employees should travel with documentation of their medical insurance (e.g. an insurance card) in case medical attention is needed.

V. Reimbursement

IAPMO's reimbursement policy is located in the most current Employee Handbook in UKG. IAPMO reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

Remember: No receipt/documentation, no reimbursement.

Some IAPMO staff may have company-issued credit cards. These reimbursement policies apply equally to expenses that will be charged directly to such cards. If your IAPMO credit card is lost or stolen, immediately contact Wells Fargo at (800)932-0036 to report the loss as well as IAPMO's Accounting department at philip.hopkins@iapmo.org.

A. Approval

Ensure you have a signed Travel Authorization Form before making any travel expenditures.

B. Use of Personal Funds

Absent exceptional circumstances, employees must make airline, car rental, and hotel reservations through IAPMO's in-house travel department as described herein, allowing IAPMO to pay for those items directly.

For other expenses, such as meals and parking, employees should review reimbursement guidelines to determine if contemplated expenses are reimbursable and should ensure manager approval for proposed travel, before spending personal funds for business travel.

Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until proper documentation is submitted.

C. Vacation in Connection with Business Travel

In cases in which vacation time is added to business travel, any cost variance for airfare, rental, or lodging due to the addition of vacation time must be clearly identified before reimbursement is sought. In no instance will IAPMO prepay for any personal/vacation travel to be 'repaid' at a later time, and in no instance will IAPMO reimburse purely personal expenses.

D. Meal Charges

IAPMO will reimburse for meals consumed while employees are traveling. Meals, including gratuities, must be reasonable per IRS guidelines. Subject to this limitation, IAPMO will reimburse for the cost of daily meals, including beverages, not exceeding the limit of \$100. Reimbursement in excess of the daily limit may be allowed if circumstances support the reasonableness of the expense. If you anticipate needing a higher meal allowance (e.g. due to traveling to a location that is considerably more expensive than the U.S.) please contact your manager for advance approval of such expenses.

Employees without credit cards may request a travel cash advance for scheduled travel and must do so on the IAPMO Expense Reimbursement Form. Employees will be required to provide receipts for all meals and for returning the unspent balance promptly.

E. Alcohol

Staff is expected to act responsibly in relation to alcohol consumption while traveling for business. The cost of a beverage with dinner will be reimbursed as part of the meal expense. Drinks that are not associated with a meal or drinks taken at a bar will NOT be reimbursed, except with a legitimate business development reason AND approval by a member of senior staff.

F. Gratuities / Tips

Reimbursement will be made for tips that do not exceed the following guidelines:

1. Restaurants

- Maître d': not reimbursable
- Waiter: 20 percent maximum
- Captain: 5 percent maximum

2. Hotels

- Bellman/Porter: \$2.00 per bag
- Maid: \$3.00 - \$5.00 per night, depending upon quality of hotel
- Valet: \$5.00
- Doorman: \$2.00 for luggage handling or hailing cab
- Hat/Coat Check: \$1.00 per person

3. Transportation

- Taxi/App-hailed car service: 20 percent of fare, \$1.00 minimum

If you are traveling outside the US, please consult in advance with the Travel & Events Department, your manager, or your colleagues located in that local area to determine if different tipping protocols are appropriate.

G. Other Covered Travel Costs

1. Baggage

You will be reimbursed for the cost of checking up to two (2) pieces of luggage that include your clothing and other items required for business aspects of your trip. IAPMO will not reimburse you for the cost of fees associated with personal items not used for business purposes such as golf clubs and surfboards.

2. Laundry

Expenses for laundry are reimbursable for trips five nights or longer, or when otherwise reasonably necessary (e.g. when travel plans are significantly delayed).

3. Connectivity

Reasonable expenses for hotel-supplied internet and phone calls will be reimbursed if necessary for IAPMO business. IAPMO will not pay roaming or other charges incurred by employees' personal cellphones while on business travel.

4. Parking and Tolls

Reasonable parking costs and tolls for required business travel are reimbursable.

5. Airport Parking

For airport travel, employees should use a car service to avoid parking fees, or an off-airport parking vendor of their own choosing taking safety, cost, and location into account. Parking onsite at the airport is considerably costlier (typically double or triple the cost of off-airport parking) and should only be used in rare circumstances and with advanced manager approval. Valet parking charges in addition to standard parking rates will not be paid by IAPMO.

H. Travel for Non-Employees

Additional costs for travel, lodging, meal, 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.

I. Non-Reimbursable Expenses

The following expenses may arise in association with business travel but are not reimbursable.

- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Gift shop charges (except for beverages and food).
- Haircuts and personal grooming.
- Laundry and dry cleaning (except as specified herein).
- No-show billing from a hotel as a result of an employee failing to cancel within the cancellation period.
- 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 business travel.

VI. Nonexempt Employees – Travel Timekeeping

Employees who are overtime-eligible may be eligible for compensation for the time spent traveling. As described by this policy, the compensation an employee will receive depends on the kind of travel and when it takes place.

A. Travel Time

Employees are responsible for accurately tracking, calculating, and reporting travel time on their timesheets in accordance with this policy. Meal periods should be deducted from travel time.

1. One-Day Assignment in Another City

When an employee who works regularly at a fixed location is given a one-day assignment in another city and returns home the same day, the employee will be paid for the time spent traveling to and from the other city, except for the time the employee would normally spend commuting to and from the regular work site. For example, if an employee normally working in Ontario is sent to a meeting in Los Angeles, to the extent the employee's time spent driving to and from Los Angeles is greater than the employee's normal commute, that time is compensable.

2. Travel During the Workday

If an employee travels as part of their regular job duties (such as between the East and West buildings in Ontario), that travel is work time and will be paid as such.

3. Overnight Travel

When an employee's work travel keeps the employee away from home overnight, certain travel time is compensable, while other time may not be.

Employees should contact Human Resources for guidance on when to clock in and out when engaged in overnight travel.

4. Travel Time as the Driver of an Automobile

Authorized travel time spent driving an automobile (as the driver, not as a passenger) is compensable work time. Please note: travel time as the *passenger* in a vehicle is not automatically treated as compensable work time, but rather is treated as other travel time which may be compensable pursuant to this policy.

5. Regular Commutes

An employee's regular commute is not compensable travel time.

VII. Respiratory Illness Restrictions

Nothing is more important to IAPMO than the health and safety of its staff, members, and clients. These policies to reduce risk remain in effect until expressly withdrawn.

Respiratory Illnesses include viruses such as influenza (flu), COVID-19, and respiratory syncytial virus (RSV).

- If a staff member becomes ill with a respiratory virus, the staff member should stay home and away from others.
- The staff member may return to normal activities when symptoms have improved and they have been fever-free (without the aid of fever-reducing medications [e.g., acetaminophen]) for at least 24 hours.
- In the 5 days following resuming normal activities, staff are encouraged to help decrease the spread of respiratory disease by wearing a well-fitting mask, keeping a distance from others, washing hands often, and cleaning frequently touched surfaces.