



Travel Policy

Introduction

The following is the Travel and Expense (T&E) Policy for Syrinx Technologies. Syrinx Technologies makes every effort to keep all travel-related expenses to a minimum. All expenses must be ordinary, reasonable, necessary, and have a valid business purpose.

The guidelines listed below are designed to cover all predictable business travel, entertainment and other expenses; however, it is impossible to anticipate every scenario that may occur while traveling on business.

Policies

1. Client Travel Policies

- a. Where available and appropriate, Syrinx Technologies will adhere to the client's established Travel Policies.
- b. In the event that a client travel policy contradicts an established Syrinx Technologies travel policy, the Syrinx Technologies policy will be in effect.
- c. If the client requires a "not to exceed" estimate for travel expenses, Syrinx Technologies will use the Domestic Per Diem Rates developed by the GSA. The specific rates for many U.S. cities can be found at <http://www.gsa.gov/perdiem>.

2. Airline Travel

- a. Whenever possible, Syrinx Technologies will book any airline flights in advance to gain the best possible fare.
- b. In the absence of an explicit client policy on Frequent Flyer miles, Syrinx Technologies will retain ownership of any frequent flyer miles earned.
- c. Airport parking and related expenses will be billed to the client.
- d. Due to the high cost of using air-phones, Syrinx Technologies may use an air-phone only if an emergency or critical business issue is involved.

- e. Syrinx Technologies will travel Coach or on special restricted fares (when available), if the in-flight time does not exceed three hours. Business Class travel will be chosen for flights exceeding in-flight time of three hours.
3. Rental Car/Taxi
- a. The use of airport shuttles upon arrival at the client's destination is the preferred mode of transportation. A taxi may be used to and from the airport. Cost will be considered when choosing this method of travel. Where this cost exceeds the cost of a rental car and rental cars are available, then a rental car will be selected.
 - b. When given a choice as to the size of a rental car, Syrinx Technologies will choose the "mid-size" or "sedan" options.
 - c. Syrinx Technologies will pre-pay for gas used during the trip.
 - d. Syrinx Technologies will not purchase any optional travel-related insurance offered by the rental car company.
4. Lodging
- a. Syrinx Technologies will make every effort to choose appropriate lodging options. Hotels selected will be those that are well established, reasonable in price and conveniently located to the client's offices.
 - b. When possible, Syrinx Technologies will ask the client to provide a list of suitable hotels.
 - c. Syrinx Technologies will not attempt to bill the client for any movies, games, laundry services or any other entertainment expenses incurred during the trip.
 - i. Stays of five (5) business days or more will allow Syrinx Technologies to request reimbursement for reasonable laundry expenses.
5. Meals
- a. If the client has a per-diem amount for food it is their responsibility to provide this information to Syrinx Technologies before the travel begins.
 - b. Syrinx Technologies will not include any form of alcoholic beverages on any receipts charged to a client.
 - c. No meal expenses will be submitted for businesses trips unless an overnight stay away from home is required. Syrinx Technologies reserves the right to make exceptions when client work includes overtime hours, including after-hours work and weekends.
 - d. Depending upon the circumstances of the business trip, the costs of one, two or three meals per day may be appropriate.
 - e. Meal expenses will include a reasonable tip amount (15%).
6. Miscellaneous
- a. A standard business day is defined as Monday-Friday, 9 a.m. – 4:30 p.m., EDT. Unless other arrangements are made with the client, Syrinx Technologies will use these hours of operation to calculate billable hours.
 - b. Syrinx Technologies will always bill the client for the exact amount of all travel related expenses upon completion of the engagement.
 - c. Syrinx Technologies will provide electronic copies of all receipts for expenses charged to the client. Original or printed copies of receipts are available upon request.

- d. Any expenses incurred due to changes in the travel plan by the client will be billed to the client. This includes ticket refunds, cancellations, fees for changing reservations, etc.
- e. Travel time will be billed at ½ of the normal hourly rate.
 - i. Travel time when driving or riding a train begins when the Syrinx Technologies employee leaves their home or office and ends when the Syrinx Technologies employee arrives at the client location or hotel.
 - ii. Travel time when flying begins when the plane leaves the original airport and ends when the Syrinx Technologies employee arrives at the client location or hotel.

7. Non-reimbursable Expenses

- a. Parking tickets obtained during any travel.
- b. Credit card interest.
- c. Movies.
- d. Health club fees.
- e. Airline headphones.
- f. Sporting events.
- g. Personal travel while on client assignment.
- h. Cell phone charges.
- i. Coffee breaks or snacks purchased outside of the client's offices.