



## HIRE UP EXPENSE REIMBURSEMENT POLICY

### ❖ **BUSINESS MILEAGE DEFINITION**

Allowable business mileage is defined as a reimbursable expense when an employee is required to use their own vehicle for business purposes that meet the IRS's guidelines.

Employees understand that they must be operating the vehicle in order to be eligible for reimbursement. They must have a valid driver's license and state required insurance. If an employee is unlicensed or uninsured, they are ineligible for business mileage reimbursement and cannot be operating a vehicle for work purposes.

In defining business mileage, there is a difference in eligibility for mileage reimbursement based upon the trip's starting point:

- Mileage for trips originating from the employee's primary office location to a customer's site, other branch office or other business-related destination would qualify as a reimbursable expense.
  - Policy note: New hires are typically assigned to the Fresno branch during their training period and travel typically originates from their personal home. This would not qualify for business mileage reimbursement.
- Mileage for trips to any location (other office, customer site or other business-related destination) that began from the employee's home would not qualify as a reimbursable expense.
  - Policy exception: Remote staff who have been provided with a company computer or technology reimbursement to work remotely from home can only enter business mileage from their assigned office to any customer destination or different office than their assigned office.
- Employees who are working temporarily in another office and staying overnight at a destination in close proximity are eligible to request reimbursement for mileage for the initial trip from the primary office to the secondary office as well as the return trip back. Mileage from a hotel to the secondary office would not be a reimbursable travel expense.

### **EXPENSING BUSINESS MILEAGE**

Effective July 1, 2019, requests for business mileage reimbursement must be submitted through an Expensify expense report with all required supporting details of business activities including the following:

- Date(s) of mileage
- Destination
- Beginning/Ending Odometer
- Miles driven
- Purpose of trip

*\*\*Parking fees are a separate expense to be submitted individually, separate from business mileage.*

- Expense reports that are submitted with the proper information are processed typically 5-10 business days after submittal, and reimbursements are paid via direct deposit or live check mailed to the employee's home address.
  - Expense reports missing any required details will be declined and cannot be submitted after the 60-day expiration.
- Approved business mileage will be reimbursed at a rate of \$0.50 per mile.
  - Gas transactions are no longer to be charged on company credit cards.

## ❖ **BUSINESS TRAVEL DEFINITION**

Allowable business travel is defined as a reimbursable expense when an employee is required to stay overnight at a location that is at least 200 miles from their main working office. In this circumstance, there may be airline fees, baggage fees, hotel expenses and meal requirements, which are all acceptable business travel expenses.

Employees understand that they must receive specific approval to stay overnight for business purposes in order to be eligible for reimbursement.

- Employees who have been issued a company credit card must submit receipts to substantiate business travel charges made within the budgets defined below.
- Employees paying for business travel expenses personally must cover the costs within the budgets defined below and submit receipts along with the request for reimbursement.

In defining business travel:

- Must have prior approval
- Must be working temporarily at another office or traveling to a customer location that is at least 200 miles from the assigned office.

## **EXPENSING BUSINESS TRAVEL**

Effective July 1, 2019, requests for business mileage reimbursement must be submitted through an Expensify expense report with all required supporting details of business activities including the following:

- Date(s) of travel
- Destination (office or customer traveled to)
- Receipt/check out bill from hotel

Expense reports missing any required details will be declined and cannot be submitted after the 60-day expiration.

## **BUSINESS TRAVEL REIMBURSEMENT**

- Hotel overnight stay – No more than \$200 total will be reimbursed or can be charged on company credit card.
- Budget for meals:
  - Breakfast: \$15 per person
  - Lunch: \$20 per person
  - Dinner: \$25 per person
  - *\*\*No alcohol will be covered and will be required to be paid back should a company credit card be charged with alcohol purchases*
- Expense reports that are submitted with the proper information are processed typically 5-10 business days after submittal, and reimbursements are paid via direct deposit or live check mailed to the employee's home address.

## ❖ CLIENT/CUSTOMER BUSINESS REIMBURSEMENT

### **Promotional or Target Drops:**

To support sales efforts in obtaining business from new and current clients, Hire Up Staffing Services purchases company promotional items that should be used in all instances of sales efforts, prior to purchasing additional items.

On occasion, a branch may consider a “drop campaign” that is tied to a holiday or other theme. Corporate allocates a budget to the purchase of these items that is monitored with each Branch Manager. Prior to purchasing any items meant for the purposes of business, each Branch Manager must obtain Corporate approval before starting the campaign.

It is each team member’s responsibility to use these items appropriately for their intended purpose of soliciting business and not to misplace or use promotional items without permission.

### **Client Meals:**

On a rare occasion, a branch may decide to recognize a current customer by taking them to breakfast, lunch or dinner.

A branch may choose to recognize a client that falls within the following guidelines:

- Must be the main decision maker at this customer location
- 1 individual may be present from our office with up to 3 individuals treated from the company location
- Must be one of the branch’s top 5 customers
- Qualification: Billing in the last quarter needs to be in excess of \$26,000 in gross profit OR they must have recently paid a direct hire invoice over \$10,000
- Each customer with this qualification has a limit of one meal per year

An itemized receipt must be submitted through an Expensify expense report with all required supporting details including the following:

- Date of client meal
- Location
- Amount for reimbursement
- Name(s) of attendees
- Reason or details of meeting

## **Client Gifts**

Client gifts including coffee, donuts, bagels, gift cards or other nominal items are 100% tax deductible and must have a Hire Up promotional sticker or marketing flyer and business card attached.

Please use the below qualifications as a guide for purchases:

- Client gifts under \$10 such as coffee, donuts, bagels, etc. –
  - Client must be on a target list of the respective individual purchasing the gift OR be a current active customer with a minimum of 2 active temporary placements or recently invoiced a direct hire fee in excess of \$2,000.
  
- Client gifts over \$10 but under \$30 –
  - Must be a current active customer with a minimum of 4 active temporary placements or recently invoiced a direct hire fee in excess of \$5,000.
  - Gift is recommended to be presented as an appreciation gift for the volume of current placements that the customer is billing or as a thank you for the recent direct hire placement.
  - It's always encouraged to use Hire Up promotional items to be included with the gift.

## **COMPANY-APPROVED DONATIONS OR DONATIONS TO CUSTOMERS**

Any requests for donations should be forwarded to the President for review. Participation in specific events is based on Corporate's discretion as part of the overall marketing plan and budget.