

**EXPENSE REPORTS AND
REIMBURSABLE EXPENSES**

FINANCIAL

PURPOSE

The purpose of this policy is to provide guidelines and establish procedures for reimbursing American Airlines US and Canadian based team members for certain business travel, entertainment and other incidental expenses incurred on behalf of the company.

Note:

- Per diem payments or remain overnight (RON) allowances made to personnel for time away from base (TAFB) and training that are subject to provisions established by their respective divisions or collective bargaining agreements are not considered company business travel expenses as discussed in this policy.
- Relocation and moving expenses are not included in this policy. The eligibility and reimbursement of relocation related expenses for certain new hire and transferred team members can be found in the applicable Relocation Policy which can be obtained by emailing the Relocation Administrator at relocation@aa.com.

STATEMENT OF POLICY

It is the policy of the company to reimburse for reasonable and customary business travel, entertainment and other incidental business expenses incurred by team members of American Airlines and its subsidiaries in the necessary performance of their duties.

Note:

Non-contract team members will not be reimbursed for travel related expenses such as hotels, meals and car rentals incurred at their work home base or incurred for travel to or from their work home base as part of personal commuting. For example, a non-contract team member based at HDQ that commutes from Oklahoma will not be reimbursed for hotel, meal or car rental expense related to time spent at or traveling to or from HDQ.

DEFINITIONS

- Senior Management includes Director Level 7 and above. Management Specialists includes Levels up to Level 6.
- The (Bizhero) Hotel and Car Planner website is a travel reservation center for all business related travel. Hotel room and/or car rental reservations for team members (contract and non-contract) should be made on this site.
- TDY – Temporary Duty lasting thirty (30) days or more.
- PNR – Passenger Name Record
- AAG – American Airlines Group

PROCEDURES

The following procedures apply to all business travel, entertainment and other incidental business expenses submitted for reimbursement. Expense reimbursement may be denied and/or the expense report may be returned to the team member or the appropriate level of management if these procedures are not followed.

1. EXPENSE REPORT PREPARATION, APPROVAL AND SUBMISSION

A. Preparation and submission of expense reports:

1. Business travel should be submitted for reimbursement no later than thirty (30) business days after the completion of each trip. Trips spanning multiple weeks may be submitted weekly.
2. Other business expenses should be submitted for reimbursement within thirty (30) business days of incurring the expense.
3. All expenses for each business trip (from and to your home base) must be reported on one report. In the event an expense is omitted, it may be submitted at a later time referencing the original expense report in the explanation.
4. In addition to normal approvals, expense reports for Senior Management will be reviewed and approved prior to payment by the Vice President & Controller or designee (designee must be a Senior Management Level).

B. Submission of Expense Reports

1. Team members are to submit expenses electronically using the Concur expense reporting system. A quick reference guide and instructions for Concur are available on Jetnet.
 - i. Concur may be accessed on Jetnet > Team Member Services > Money and Attendance > Business Expense Reporting.
 - ii. My Quick Links – Add “Expense Report/Concur” to My Quick Links to create a permanent link in Jetnet.
 - a. Attach all supporting documents and receipts to the expense report using the “Add attachment” button at the bottom of the expense report.
 - b. After completing your expense report, you must click submit to route the report electronically to your Manager for approval.
 - c. Your manager must approve your submitted expense report in Concur by clicking on the email notification or logging into Concur.
 - d. For questions, email concur.support@aa.com.

2. DOCUMENTATION REQUIREMENTS

The Internal Revenue Service (IRS) and the Canada Revenue Agency (“CRA”) require reimbursable expenditures be supported by adequate records which clearly establish that they were (i) ordinary and necessary, (ii) reasonable in amount and (iii) incurred for a valid business purpose.

A. Team members must provide the following information in order to be reimbursed for expenditures:

1. The names of individuals present, their titles and company affiliation.

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2. The name and location of where the event (e.g., entertainment, business meal, etc.) took place.
 3. The exact amount and date of the expense.
 4. The specific business purpose for the expenditure.
 5. In the case of entertainment, the specific time the business discussion took place (i.e., before, during or after the event) and the specific topic discussed.
- B. Regardless of IRS requirements, company policy requires that team members must submit scanned copies of original supporting documentation/receipts along with their electronic expense report for the following items listed below. This is not an all-inclusive list. If required receipts are not attached to the expense report when submitted for approval, the expense report will be denied by the approving manager. (Team members should retain their original receipts and expense reports for their own records).
1. Hotel – Itemized hotel receipt indicating a zero balance.
 2. Hotel notification and authorization number or PNR generated by The Hotel and Car Planner.
 3. Car Rental - final itemized receipt of payment, notification and PNR generated by The Hotel and Car Planner.
 4. Meals/Entertainment - charge/credit card receipt and detailed cash register receipt (restaurant tear tabs are not acceptable).
 5. Air - original passenger coupon plus invoice/itinerary if applicable.
 6. Parking receipts.
 7. Taxi fares (Uber, Lyft, etc.).
 8. The original receipt completed by the vendor for other miscellaneous expenses over \$25.00. Amounts less than \$25.00 may be reimbursed based on the nature of the expense (for example, tips for taxi, maid service, etc.).
 9. Actual toll costs incurred for business travel are reimbursable. Automatic replenishment fees for toll tags/passes are not reimbursable.
- C. Original bills/receipts must be submitted or scanned. All receipts must be legible.
- D. When a receipt is not available, a full explanation of the expense and the reason for the missing receipt is required.
- E. If not already part of the supporting documentation (discussed in 2.B above), proof of payment must also be attached when an item is submitted for reimbursement. Proof of payment includes the original debit/credit card receipt showing how payment was made, the charge/credit card billing statement, a copy of the canceled check (front and back), or the bank statement showing payee, date and amount if the canceled check is not available. Cash payment should only be made only when other forms of payment are not acceptable or the amount is minimal and then a formal receipt indicating the amount paid should be obtained.

3. FOREIGN CURRENCY TRANSLATION

- A. Expenditures in foreign currencies should be entered into Concur in the foreign currency. The USD equivalent can be updated with a credit card receipt or statement indicating the USD equivalent.

1. Expenses paid in **cash** – Enter the expense in the foreign currency and allow Concur to calculate the currency conversion rate in effect at the time the U.S. dollars were exchanged for foreign currency. To support the conversion rate used, submit the documentation received at the time of exchange in addition to the required receipts for expenses.
2. Expenses paid by **credit card** - wait for charges to be billed in USD on your credit card statement and submit the expenses as billed. This procedure assures that your reimbursement will exactly match the actual costs. A copy of your credit card statement must be attached to the expense report.
3. **Currency Exchanges** – Commercial banks, including ATMs, should be used as much as possible for currency exchanges since banks charge the lowest premium for the service. Currency exchanges should be avoided at hotels or other retail establishments unless it is absolutely necessary. Avoid converting and reconverting large sums of one currency to another currency to limit transaction fees. Follow the foreign currency guidelines for conversion procedures when completing your expense report.

4. CORPORATE CREDIT CARD

- A. Team members who travel frequently may be eligible for a corporate credit card. While issued through the company, charges incurred on these cards are the responsibility of the individual. The arrangement with the corporate credit card issuers enables the company to measure spending to obtain favorable rates on travel-related expenditures.
 1. All team members are responsible for submitting an expense report and paying the credit card vendor directly.

5. EXPENSE ADVANCES

Advances for expenses during travel will be allowed based on union contract or for team members below the Management Specialist level. (See Advance Policy located at <https://newjetnet.aa.com/docs/DOC-22588>). Team members must account for all expense advances by submitting an expense report with receipts within thirty (30) days of receiving the advance. Any unused portions of expense advances may be deducted from the team member's payroll check. All outstanding advances may be deducted from the team member's earnings if expense reports substantiating this advance are not received within 30 days of the date of the advance check.

6. REIMBURSABLE EXPENSES

A. BUSINESS TRAVEL OVERVIEW

1. Team members are expected to **minimize costs** whenever possible by using non-revenue business travel, taking advantage of airline **discount rates** for other airlines (OAL) travel, hotels, car rentals, etc., and using free hotel shuttles for transportation when possible.
2. The team member must pay all travel expenses. Direct billing to the company will not be accepted with the exception of 6.B.2 below.

3. **Spousal travel** is generally not reimbursable. To the extent spousal travel is required for a bona fide business purpose and is to be reimbursed by the company, prior written approval by the team member's Division Vice President is required (Such travel is limited to no more than two trips per year without the approval of the Chairman or President). Approval is to be included with the documentation accompanying the expense report. Expenses related to spousal travel must be separately stated.

B. LODGING

1. **The Hotel and Car Planner** website located on Jetnet at <https://bizhero.com/search/preview/hotels#/> must be used to reserve hotel accommodations for all team members, excluding Senior Management. Team members must not negotiate rates on behalf of the Company. Your confirmation will have your PNR that must be used when you are reporting your expenses. This number is inserted in the PNR field within the Hotel expense in Concur.
 1. **Exception:** Travelers below Senior Management who need to make a reservation outside of The Hotel and Car Planner (and therefore do not have the proper documentation for reimbursement purposes) must complete the exception form in The Hotel and Car Planner located on Jetnet at https://bizhero.com/exception_forms/new and obtain their Director's approval. The approval must be attached as a receipt in Concur in order to insure proper reimbursement.
 2. All hotel charges must be paid by the traveler upon checkout and may not be billed directly to the company unless attending a company meeting for which a Group Meeting Request has been authorized. (Vice President or Controller may grant an exception for the traveler's workgroup or a team member on long term TDY.)
 3. Hotel folios must have a zero balance to be reimbursed or a copy showing the amount being charged to your credit card.
 4. The following types of expenses are considered to be of a personal nature and **will not be reimbursed**:
 - a) Personal or extra-cost services such as barber, beautician, manicurist, shoeshine, massage and fitness centers.
 - b) Special room service, such as in-room movies and mini-bar services.
 - c) Additional charges for room upgrades, poolside rooms or special floors.
 5. **Cancellation** – Since hotel cancellation policies differ, always review the hotel's cancellation policy posted in The Hotel and Car Planner prior to booking. The cancellation policy can be found in the Hotel Information link, or under the View Rules link, located on the rate available page in The Hotel and Car Planner. When you need to cancel a hotel reservation, you must cancel using The Hotel and Car Planner web site. Costs incurred are the responsibility of the team member when travel reservations or other incidental expense arrangements will not occur as planned and are not canceled by the traveler prior to the cancellation deadline. If, for business reasons, cancellation occurs after the deadline, charges will only be reimbursed with documentation and Vice President /Controller approval or a designate.

C. MEALS

Team members are reimbursed for meals under two circumstances:

- When traveling out of town on company business (Personal Meals).
- When conducting prescribed business activities with third parties (i.e., non-employee personnel, Business Meals).

1. **Personal Meal Expenses** are defined as meal (i.e., breakfast, lunch and dinner) expenses incurred by the team member when dining alone or with a group of team members on an out-of-town business trip.

- a) **Team members, below Senior Management Level, will be reimbursed for either actual cost OR on a per diem basis for any given day, unless country law indicates otherwise. The use of per diem and actual receipts cannot be combined on the same day. The actual costs of meals should be reasonable. Alcohol will not be reimbursed.**
- b) Reimbursement for meals (per diem or actual costs) begins with the first meal out of town and ends with the last meal out of town. Meals upon return will not be reimbursed. Meals prior to departure will only be reimbursed when deemed reasonable due to time of flight.
- c) A team member will be reimbursed for reasonable actual meal expenses incurred. A valid detail, itemized receipt evidencing the actual purchase of the meal claimed for reimbursement, including tip, must be submitted with the expense report. This includes room service as well as hotel restaurant meals. **Team members are expected to use good judgment in selecting meals and tipping.** Groceries will be reimbursed in lieu of meals when reasonable due to length of trip.
- d) When using actual expenses and traveling in a group, one team member may consolidate other team members' eligible meal expenses into one receipt for convenience. The team member requesting reimbursement must include the meal receipt and the names of all team members whose meal expenses were covered by the payment. The other team members are not entitled to any reimbursement under these circumstances and may not claim any per diem allowance. A company officer (if present) or the most senior team member in attendance should pay for the meal.
- e) In lieu of actual meal expenses domestic U.S. based team members may be reimbursed on a per diem basis. The current per diem allowed for meals when out of town on business travel, including Domestic and International Travel is **not to exceed \$30.00 per day**. Team members on TDY may use the GSA rate for their location. This rate can be found at www.gsa.gov/perdiem (and is also in Concur). Per Diem for partial days out of town will be prorated according to the table below. The team member must include the flight departure and arrival times on the expense report for each travel day to validate the pro-rated per diem on days the team member is traveling.

PRORATED PER DIEM

| | Meal Allowance |
|-----------|----------------|
| Breakfast | 20% or \$ 6.00 |
| Lunch | 25% or \$ 7.50 |
| Dinner | 55% or \$16.50 |

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- f) Reimbursement of personal meal expenses for out-of-town business trips that do not include an overnight stay (i.e. day trips) will be limited to lunch on either an actual expense or per diem basis.
 - g) Meals or Per Diem cannot be claimed for any meal that is provided by a vendor, conference, hotel, airline, etc.
 - h) Senior Management is only eligible for reimbursement of actual meal expenses, not per diem.
2. **Business Meals** involve meetings with non-employee personnel (clients, prospective clients, recruits associates, vendors, civic/community organization leaders, etc.) during which a specific business discussion takes place.
- a) Team members will be reimbursed for actual business meal expenses including tip. Team members are expected to use good business judgment for these expenditures.
 - b) A company officer, if present or the most senior team member in attendance should pay for the meal.
 - c) Consistent with company policy, alcoholic beverages are not appropriate at business meals during the business day and are not reimbursable after business hours without senior management attendance.
 - d) Business-related meals taken with other team member will be reimbursed only when one or more non-employee personnel (as described above) are present.
 - e) The following business meal information and documentation must be included on the expense report:
 - 1) Names of individuals present, their titles and company/organization affiliation.
 - 2) Name and location of where the meal took place.
 - 3) Detailed, itemized receipt required.
 - 4) Business topic discussed.

D. INTERVIEW APPLICANT EXPENSES

The Company will reimburse travel and incidental expenses that have been pre-approved by the Manager of Corporate Talent Acquisition for internal interviews. Reimbursement must be made in accordance with general travel expenses. Expenses will be charged to the station and branch or cost center location where you are currently employed. Identify the "Purpose" on the expense report as "Interview for (job description) at (location)".

E. BUSINESS ENTERTAINMENT

- 1. Business **entertainment expenses** (e.g., the cost of events such as night clubs, theater, sporting events, or golf/tennis outings, etc.) must be pre-approved and are reimbursable only when entertainment includes non-employee personnel. All expenses are expected to be reasonable in amount and serve a good business purpose.
- 2. The Global and Cargo Sales Divisions require pre-approval of a Manager or Above Level. This pre-approval also allows the purchase of alcohol for entertainment purposes. The team member needs to clearly identify they are part of the Sales Division on the expense report.
- 3. All other team members must have pre-approval by the Division Managing Director for Entertainment.
- 4. Reimbursement for other costs that may be incurred during the event (e.g., meals, parking, etc.) is governed by the appropriate policy set forth elsewhere in this document.

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5. Event ticket costs are reimbursable at the time of actual use and not at the time of purchase.
6. Entertainment expenses are not reimbursable when only team members of the company attend the event.
7. Required entertainment documentation detailed on the expense report:
 - a) Names of individuals present, their titles and company/organization affiliation.
 - b) Name and location of where the event took place.
 - c) Detailed, itemized receipt required
 - d) Specific business topic discussed as well as the specific time the business discussion took place (i.e., before, during or after the event).

F. TRANSPORTATION

1. Air Transportation

- a) Team members are expected to use business non-revenue travel whenever possible.
- b) Travel on Other Airlines.
 1. All team members should submit requests for company business travel on other airlines using the [OAL Business Pass Travel](#) form found in the Travel tab on Jetnet.
 2. ZED tickets are valid for personal travel only. They may not be used for company business travel and, therefore, may not be submitted for reimbursement.
 3. Pass tickets will generally be issued at a \$0.00 fare. Team members may submit for reimbursement of any government or airport taxes collected at the time of ticketing or check-in when traveling on company-related business. Submit ticket/receipt with expense report.
- c) When purchasing commercial tickets (i.e., tickets available to the general public) team members are expected to use the lowest logical airfare available and must submit justifying documentation
 1. Commercial tickets for travel on other airlines will be reimbursed only if prior authorization from a Vice President Level or above is obtained. Justification must be provided on the report. Attach email with pre-approval to the expense report.
 2. Travel must be in coach/economy class only. Upgrades at the expense of the company are not permitted.
 3. Only tickets actually used may be submitted for reimbursement. The date of the latest leg of the ticket cannot be later than the close of the period covered by the expense report.
 4. Taxes that are collected at check-in and paid by the team member are reimbursable when traveling on company-related business in accordance with these policies.
- d) Aircraft rental for travel must be pre-approved by the CFO.

2. Ground Transportation

- a) Taxis and Car Service
 1. Team members should use the most cost effective mode of transportation such as courtesy vans, shuttles or public transportation. Taxis or basic Uber, Lyft services should only be used as the last resort. Any type of limo car service requires Vice President approval.
 2. The amount of reimbursement is equal to the actual fare, tolls, "extra" charges for luggage and passengers and a reasonable tip not to exceed 20% of the actual charge.

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b) Car Rentals

2. Car rentals should only be considered when they are the most cost effective mode of transportation. The Hotel and Car Planner website (<https://bizhero.com/search/cars>) must be used to reserve car rentals for all team members, excluding Senior Management.
3. Team members must not negotiate rates on behalf of the Company. Your confirmation will have your PNR and that must be used when you are reporting your expenses. This number is inserted in the PNR field within the rental car expense in Concur.
4. Exception: Travelers who have made a reservation outside of The Hotel and Car Planner (and therefore do not have the proper documentation for reimbursement purposes) must complete the exception form in The Hotel and Car Planner (https://bizhero.com/exception_forms/new) and obtain their Director's approval. The approval must be attached as a receipt in Concur in order to insure proper reimbursement.
5. Vehicles up to an intermediate (midsize) class are customary for individual travelers. The next size class may be rented when three or more people are traveling together. Upgrades and Global Positioning Systems (GPS) are not reimbursable. Reimbursable items include the actual cost of the rental, tolls and gasoline purchases. To avoid excessive fueling charges, the vehicle should be returned with a full tank of gas. Fuel purchased from a gas station is reimbursable but fuel purchased from the rental company is not reimbursable.
6. Although reimbursable, one-way rentals should be avoided and must be specifically explained in the documentation attached to the expense report.
7. Optional insurance coverage from automobile rental agencies in the United States is not reimbursable. The company has liability insurance for third parties and will self-insure property damage to any rented or leased vehicle. Insurance should be purchased and will be reimbursed when renting or leasing automobiles for all international travel.
8. Additional charges may be incurred by travelers under the age of 26 or when multiple drivers are selected. Multiple drivers will only be reimbursed if they are team members. The payment receipt showing these additional charges with the name of the team member must be documented in the expense report.

c) Use of Personal Car

1. When air transportation is not available, team members may use their personal car for business if it is less expensive than renting a car, taking a taxi or alternate transportation.
2. Team members will be reimbursed for eligible business-related personal mileage at the current established IRS or CRA allowable reimbursement rate. In most cases only business related mileage which exceeds the team member's normal commuting distance (i.e., mileage from home to normal place of business and back home) is eligible for reimbursement.
3. Calculations of mileage amounts claimed, origin and destination, dates, and business purpose of trips should be submitted with the expense report.
4. Mileage, bridge and highway tolls incurred while attending company or client-sponsored social events is reimbursable when the event serves a legitimate business purpose tied to that team member's job responsibilities such that any related expenses incurred would be reimbursable under this policy (typically as business meals or entertainment).

d) Other Ground Transportation

1. When air transportation is not available or practical, trains, buses, or other ground transportation will be reimbursed. In addition, ground travel will be reimbursed if travel from one location to another serviced by AAG is unreasonable, i.e. traveling from one international location to another that is only serviced from one of our domestic Hubs.
2. The team member should travel coach class, upgrades will not be reimbursed.

G. PARKING

1. Parking charges incurred for valid business reasons are reimbursable. We will reimburse short-term parking for a day trip. Long-term local airport rate (most economical rate) will be reimbursed for parking more than 24 hours.
2. At local airports when using a personal automobile in lieu of a taxi or other form of ground transportation, team members should use company provided parking in all cities, if available.

H. TELEPHONE/CELL PHONE/FAX/INTERNET

1. Telephone – You should place all long distance calls using the AA system from offices whenever possible.
 - a) Team members who travel extensively should obtain a Long Distance authorization code. The service offers the Company significant cost advantages and is provided for you to transact only official Company business. This code should be used to place long distance calls from any telephone. Calls should be made from public telephone locations, not from hotel rooms, to eliminate costly surcharges. Team members may request a code by going to <http://technologyservices.aa.com>. Under Request Service, Technology Requests, the link is “Get long distance authorization”.
 - b) All business-related calls of reasonable duration when on an out-of-town business trip are reimbursable.
 - c) Team members should avoid making phone calls that have an added surcharge. The most economical method of calling should be used.
 - d) Expenses for personal calls of reasonable duration and rate will be reimbursed if the team member is out of town on company business. Team members are expected to use good judgment when making personal calls.
 - e) Business calls from a team member’s home phone, which are reasonable and necessary, will be reimbursed.
2. Cellular Phone – Corporate cell phone accounts require the approval of the Division’s Finance Budget Controller and must be billed directly to AAG.
 - a) For team members not eligible for company cell phones, individual calling charges for calls that are over the fixed monthly service plan, or cause the team member to go over the monthly plan minutes, having a legitimate business purpose are reimbursable to the extent the plan is exceeded. The business calls should be highlighted on the monthly invoice attached to the expense report. Charges for business calls within the team members plan minutes are not reimbursable. Examples of cellular phone reimbursement calculations follow:
 1. Monthly plan minutes are 500. Total calls in the month equal 400 minutes. Total business calls are 100 minutes. The amount reimbursed is 0 because the business calls resulted in no additional costs to the team member.

2. Monthly plan minutes are 500. Total call minutes are 600. Total business calls are 60 minutes. The amount reimbursed would be 60 minutes at the average per minute charge.
 - b) When traveling internationally for team members without a company cell phone, team members can request the temporary use of a loaner phone from IT. Instructions to request a loaner can be found in Jetnet under Technology Services. The cost of special features, such as call waiting, answering service, voice mail, conference calling and call forwarding are not reimbursable. International loaners may be ordered at <http://technologyservices.aa.com> under Technology Requests. Under Request Service, Technology Requests, the link is "Request international loaner/service".
 - c) No accessories, including additional power cords, extra batteries, cases, are reimbursable.
3. Fax Expenses or Internet Charges
 - a) Telephone charges for fax transmissions or Internet charges relating to company business are reimbursable expenses and should be highlighted on the hotel folio or monthly invoice (if included on a home telephone bill) attached to the expense report.
 - b) In-Flight Internet access will only be reimbursed if used for company business authorized by Senior Management. Subscription is limited to a one-time fee unless justification is included to substantiate the need for a weekly or monthly subscription. Annual subscriptions will not be reimbursed.
 - c) Home based team members requesting monthly internet reimbursement require Senior Management approval.
 - d) When traveling team members can request hotspot devices. Instructions to request a device can be found in Jetnet under Technology Services. Hotspots can be ordered at <http://technologyservices.aa.com> under Technology Requests. Under Request Service, Technology Request, the link is "Order or replace mobile device."

I. LAUNDRY AND DRY CLEANING SERVICES

1. Reimbursement of **actual** laundry/dry cleaning expenses is permitted only when the team member is traveling on company business and away from home four (4) or more consecutive days. Reimbursement for **actual** laundry/dry cleaning expenses, up to a maximum reimbursement of \$15 per day, is available starting on the fourth day.
2. If the assignment is over two weeks, the most economical method of laundering should be used.
3. When a receipt is not available, a detailed breakdown of the expense is required.

J. NON-MEAL TIPS

1. Tips to porters, skycaps, bellhops and others of a similar nature are permitted where reasonable and appropriate. Receipts need not be provided, if amounts are within reasonable limits.

K. ILLNESS/REMEMBERANCE

1. A Manager or above may send flowers on behalf of the Company in the event one of our team members is hospitalized as the result of a serious injury or illness. The Company reimburses up to \$100.00 for flowers, or an appropriate substitute.

2. They may also send flowers on behalf of the Company, or reimburse up to \$100.00 for flowers or a donation in memory of the deceased in lieu of flowers to a charitable, medical research or religious organization upon the death of a team member or a team member's spouse/domestic partner, child, stepchild, parent or step parent. **Charitable donations must be requested via Check Request, they will not be reimbursed.**

L. MISCELLANEOUS EXPENSES

1. In addition to the expenses noted above, team members may be reimbursed for other miscellaneous expenses as follows:
 - Business office expenses (fax, copy service, etc.)
 - Overnight delivery/postage, air freight for business purposes
 - Meetings fees

This is not an all-inclusive list. If you are in doubt about a particular expenditure, you should check with your Division Managing Director before incurring the expense.

M. EXPENSES REQUIRING SPECIFIC APPROVALS

The following expenses are not reimbursable without **specific approval** as indicated below. All pre-approval must be received via email prior to incurring the expense. Other specific approvals may be obtained via email or through approval of the expense report. All approvals obtained via email must be attached to the expense report when submitting.

1. **Annual membership dues or licenses** for professional societies and civic and charitable organizations must be in budget and requires Senior Management approval. Only two membership dues per professional team member per year will be reimbursed. An invoice or receipt is required. Optional expenditures that often appear as part of these billings (e.g., PACs, scholarship funds, contributions and subscriptions) are not reimbursable.
2. **Professional education, training and seminars or conventions** must be in budget and require Senior Management approval. An invoice or receipt is required.
3. **Recognition expenses** to acknowledge team member accomplishments or events should be in budget and requires Senior Management approval. Vice President level approval is required for any event which includes a spouse/significant other. Utilize the company recognition program available on Jetnet whenever possible.
4. **Business gifts** (up to \$100.00 per recipient per year), for non-employee personnel, requires Divisional Budget Controller or Vice President pre-approval. The expenditure must serve a good business purpose. Gifts or mementos valued over \$100.00 must receive written pre approval from the Chief Compliance Officer per the Code of Business Conduct and Ethics located on Jetnet.
5. International travel for meetings or industry conferences outside a team member's normal business responsibility (i.e. industry conferences), must be pre-approved by a Managing Director or above.
6. Business Entertainment as defined in 6.E above.
7. Certain expenses associated with meetings of company team members that are held away from the company's place of business ("offsite meetings") may be reimbursed with Division Managing Director approval. To qualify for reimbursement the meeting must serve a good business purpose (which must be stated on the expense report) and expenses must be reasonable and necessary. (Note: Reimbursement of expenses associated with meetings which include non-employee personnel is covered under Section 6, C, and Item 2 of this policy).

8. **Passports fees** are reimbursable where required by contractual agreement only. VISA/Consulate fees for application or renewals required due to business related travel are reimbursable and should be requested timely to avoid additional costs for expedited delivery. Third party or expedited fees will not be reimbursed without valid business justification. Global Entry fees are reimbursable based on business need with Vice President approval.

N. NON-REIMBURSABLE EXPENSES

1. The following items **are not reimbursable** under any circumstances:
 - Airline/rental car club membership dues
 - ATM fees, unless covered by international policy, cash advance and travelers check fees
 - Baby-sitting
 - Car washes
 - Charitable contributions
 - Clothing - regardless of the circumstances (e.g., lost luggage or other emergency purchase situations)
 - Corporate credit card delinquency fees/finance charges
 - Day-Timer's, calendars or planners
 - Expenses for travel companions/family members – see 6.A.4 for exception
 - Jury duty expenses
 - Newspapers, books, magazines, business and professional journals
 - Parking tickets and traffic fines
 - Personal entertainment
 - Political contributions
 - Personal Reading Material
 - Souvenirs/ personal gifts
 - Toiletries - regardless of the circumstances (e.g., lost luggage)
 - Travel accident insurance
 - Wireless hotspot charges
2. The following types of expenditures **are not reimbursable** through an expense report and should be purchased through Coupa (which has replaced QuickBuy):
 - Computer hardware and software
 - Fax machines
 - Office equipment rentals
 - Office furnishings, accessories and equipment
 - Office supplies
 - Outside office services - including courier services, typing, reproduction, slide preparation and similar services, except for telefax services when traveling out of town
 - Stationery items - including letterhead, greeting cards, business cards, personal stationery and similar items

O. LOSS OF PERSONAL PROPERTY

1. Always exercise care and good judgment in protecting Company and personal property either during business travel or at your primary work location. No reimbursement will be made for damage or loss of personal property unless the Company is actually at fault.

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2. If the company is responsible for the loss, report it to your Manager. The claim will only be reimbursed if the personal property is reasonable for conducting Company business and if there is no negligence on your part.

Note: Incomplete information or documentation will delay your reimbursement.

MAINTENANCE RESPONSIBILITY

The Corporate Controller is responsible for the maintenance and review of this policy.