



Employee & Contractor Expense Reimbursement & Travel Policy Summary	Release Date: 05.03.23
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The Expense Reimbursement Policy outlines how employees and contractors of 3 STEP SPORTS LLC procure various travel or business-related goods or services. This document is a summary of that document; staff are responsible for reviewing and following the full Policy.

For expenses to be reimbursed, the following procedures apply¹:

- 3STEP Staff should submit expense reimbursement requests through Concur.
- Travel reimbursements should include the origin and destination of the trip, the name of the event to which the expense relates, the date the expense was incurred, the names of people with whom meetings were held, a description of what business was discussed (subject to confidentiality restrictions), and the purpose of the trip.
- Itemized Receipts are required for expenses over \$20.00. An explanation is required if a receipt is not available. Alternate payment support should be provided, when possible. If reimbursement is being requested for items purchased from a supplier, the proof of payment (credit card receipt, invoice stamped "paid", or cancelled check) must be submitted along with the supplier invoice and receipt, where possible.

Topic	Requirements & Guidelines Summary
What is Reimbursed?	<ul style="list-style-type: none"> • Normal, authorized travel expenses incurred while conducting 3Step business • Travel and expense on behalf of the company is to be undertaken in a cost-effective manner
Expense Report Timing & Frequency	<ul style="list-style-type: none"> • Expenses on personal credit card must be submitted within 60 days • Corporate card expenses are to be submitted one per month, no later than the 2nd day of the month following statement receipt
Lodging	<ul style="list-style-type: none"> • Single occupancy rooms at moderately priced hotels • Booked as far in advance as possible • Except in unusual circumstances, hotels charges within 60 miles of the employee’s residence are not reimbursable

¹ Exceptions to the policy may be permitted as approved by an Executive Team member if an as needed to address compelling business circumstances.

Topic	Requirements & Guidelines Summary
	<ul style="list-style-type: none"> • Include detailed receipts showing traveler name, city, check-in date, check-out date, detailed charges splitting out room, taxes, food and miscellaneous charges. • In Concur’s “business purpose” field, please include the dates, city and purpose of the trip. You can also use Concur’s “comments” section to provide additional information. • Screen shots of summary charges are not acceptable.
<p>Air Travel</p>	<ul style="list-style-type: none"> • Book tickets >21 days in advance (>30 days for events and tournaments) through Concur or the TravelFirst desk • Book lowest logical airfare • First, business, premium class or fees for premium seats are not allowed. If those, or higher priced airfare, is booked additional fees are to be paid by the traveler. Early check-in fees are allowed • Include detailed receipts showing traveler name, class of service, cities, ticket numbers, dates, flight numbers and all charges. • In Concur’s “business purpose” field, please include the dates, city and purpose of the trip. You can also use Concur’s “comments” section to provide additional information. • Screen shots of summary charges are not acceptable.
<p>Automobile Travel</p>	<ul style="list-style-type: none"> • Actual miles incurred for business purposes, reimbursed at the current rate per mile determined by the IRS • Commuting mileage (i.e., the miles traveled between home and the employee's assigned work location) is not reimbursable, unless required by law. • Reimbursement shall be for mileage only – this rate will compensate the traveler for personal expenses for gasoline, oil, repairs, insurance, etc. incurred when operating and maintaining a personal automobile used for business purposes.
<p>Rental Cars / Vans</p>	<ul style="list-style-type: none"> • Book through Concur Travel or the TravelFirst desk • Midsize Car (Full size if three (3) or more passengers will be traveling together) • If transporting equipment or bulky items that will not fit in a car, a SUV is permissible • Passenger Vans are only permissible if: <ul style="list-style-type: none"> ○ The vehicle is rented through TravelFirst; and ○ The driver has been approved by 3STEP Legal as an “Approved Driver” in accordance with the 3STEP Motor Vehicle Safety Policy. • Include detailed receipts showing traveler name, pick-up city, drop-off city, car class and detailed charges

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	<ul style="list-style-type: none"> • In Concur’s “business purpose” field, please include the dates, city and purpose of the trip. You can also use Concur’s “comments” section to provide additional information <ul style="list-style-type: none"> • Screen shots of summary charges are not acceptable
Meals	<ul style="list-style-type: none"> • Prevailing rates for standard restaurants • Travelers will be reimbursed for actual documented meal expenses (i.e., with proper and original receipts) up to the maximum daily allowances of \$70/day (specific city exceptions apply) • Please provide detailed, itemized receipts and the signed portion of the bill. • In Concur’s “business purpose” field, please include the date, city and purpose of the event. • If there is more than one person, please include the names (and company if not 3Step) in Concur’s “comments” section. • Employee relations-related meals (e.g., birthday celebrations, promotions) should not occur if there is a standard office celebration (quarterly birthday lunch) and will not be reimbursed. • Team events should be planned, budgeted, and kept to a limited number and expense.

Full policy and guideline information can be found in the full 3Step Employee Expense & Travel Reimbursement Policy. Employees are encouraged to review that document and familiarize themselves with its contents. This document is to be used for quick reference purposes only.

DISALLOWABLE EXPENSES will not be reimbursed nor should be charged on a company credit card:

- Airline club memberships
- Airline upgrades
- Any additional costs for priority boarding, seating or seat selection
- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges
- Commuting between home and the primary work location, subject to applicable law
- Costs incurred by traveler’s failure to cancel travel or hotel reservations in a timely fashion, subject to a change in business needs outside of the traveler’s control
- Purchases, fees and rentals (e.g., laptops, facility rentals, tournament fees) made outside of standard processes
- Haircuts and personal grooming
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment

- Personal entertainment expenses, including in-flight movies or television, headsets, spa 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
- Magazines, books, or newspapers
- Direct-dialed phone calls from hotel rooms
- Personal toiletries
- Other expenses not directly related to the business travel
- Other expenses not directly related to business operations.