

## Travel & Expense Report Policy & Guidelines – Frequently Asked Questions (FAQs)

- ***As a manager, do I need to approve an expense in order for the card to be paid?***

No – you should not approve an expense that you are not comfortable about or that requires additional documentation. Obtaining this documentation will not make the payment late or result in the vendor not being paid.

- ***What type of receipt should be included for an expense?***

Itemized, detailed receipts are required for expenses over \$20.00. An explanation is required if a receipt is not available, such as when the expense relates to parking at a meter, public transportation, a cash tip incurred during travel or other expenses where the traveler is unable to obtain a receipt (or has misplaced it).

Receipts for air travel, lodging or rental cars should include the city, dates, and reason for travel. Meals should include itemized receipts and if for more than one person, the names of all people at the meal and business purpose.

- ***What if I lost my receipt?***

Use the “missing receipt” affidavit in Concur. This should be an exception and not frequently used. Excessive use, or misuse, could result in disciplinary action up to and including employment termination.

- ***Why do I need to include detailed receipts and additional information?***

The IRS requires the Company to adequately account for expenses by providing receipts and an explanation of expenses within a reasonable period. Validation of these practices will be tested by internal audits, and could be subject to external audits.

- ***Will expense reports be audited?***

Yes. Expense reports will be audited within 3STEP each month for completeness and compliance. Additional information may be requested or required, even after manager approval. We are also subject to external audit by the IRS at any time.

- ***As a manager, what if I'm not certain an expense is valid, given the information on an expense report?***

Return the report to the submitter and ask for additional or clarifying information. Do not approve an expense if you are not certain it is valid and properly documented.

- ***What are valid business expenses?***

Please see the Travel & Expenses Policy and Guidelines for information on valid and disallowed business expenses. If you still have questions after reviewing the policy, contact [support@threestep.com](mailto:support@threestep.com).

- ***What if I find better rates online instead of on Concur?***

If the rate is close, please book in Concur. If there is a significant difference, please use your judgement and book directly if it is in the company's best interest. If it does not take too much time, take a print screen of Concur to illustrate the difference and attach to your expense report for documentation.

We are in the process of refining Concur and implementing new tools that will more effectively meet 3STEP's needs and provide better pricing transparency and optimization.

- ***What if I have additional questions?***

Please contact the [support@threestep.com](mailto:support@threestep.com) with additional questions.