

BUSINESS EXPENSE POLICY

Occasionally, during the course of business, employees will incur expenses on behalf of Infinite Campus. It shall be the policy of Infinite Campus to reimburse employees for the cost of these expenses if they are properly authorized and documented in accordance with the following procedures.

Auto Expenses: Infinite Campus will assume or reimburse the employee for all reasonable personal automobile expenses incurred in carrying out work assignments.

Guidelines:

- Reimbursement for the use of the employee's own car will only be made if prior approval for the car's use has been given by the appropriate supervisor and documentation that the employee has appropriate auto insurance coverage is on file.
- To receive reimbursement for miles driven on Infinite Campus business, the employee must complete the mileage portion of the expense form. All mileage for the calendar month must be reported on a single expense report.
- Mileage expense shall be reimbursed monthly at current IRS mileage rates.
- If multiple vehicles are traveling to the same destination, employees will use all reasonable effort to carpool. If an employee chooses not to carpool, based on personal discretion, Infinite Campus reserves the right to not reimburse for miles driven.

Travel Expenses: Infinite Campus will assume or reimburse the employee for reasonable business expenses incurred in carrying out work assignments away from their primary location.

- **Airfare:** When reasonable to do so, employees should use Infinite Campus provided travel agent for booking airfare. Only coach-class tickets are reasonable, and Infinite Campus will not reimburse business- or first-class tickets or upgrades.
- **Ground Transportation:** When reasonable to do so, employees should use Infinite Campus provided travel agent or direct contracts for reserving auto rentals. When appropriate, employees shall use public transportations (taxi, train, or shuttle).
- **Meals and Incidentals ("M&IE"):** The employee will be reimbursed for meal and incidental expenses at a rate set forth by the US General Services Administration's Domestic Per Diem Rates:
<https://www.gsa.gov/travel/plan-book/per-diem-rates>

M&IE amounts are calculated on a "per trip" basis. As an example, an employee traveling for three days to a location with a \$44 M&IE rate would have an amount of \$132 for the trip (\$44*3). A full day of travel will be reimbursed if the travel day begins prior to 7:00 a.m. and is completed after 7:00 p.m. Partial days will be reimbursed using the GSA Meals and Incidental Expense (M&IE) Breakdown for partial days.

- When an employee is on a trip that lasts seven or more days, reasonable laundry and valet costs will be reimbursed if documented by the proper receipts.