



**SNAPSHEET
SUMMIT EXPENSE
POLICY - 2023**

Snapshot will not assume any obligation for expenses that are not in compliance with this policy.

Meals:

- Employees are expected to expense meals (breakfast, lunch, & dinner) on days Snapshot **DOES NOT** provide meals. Each employee's daily allowance/limit is \$75.00 on days employees are allowed to expense their meals. Unless approved by management, employees **ARE NOT** expected to expense meals on any day Snapshot **DOES** provide meals for employees.
 - *PLEASE NOTE THAT THE ABOVE ARE GUIDELINES SET WITHIN CONCUR AND DO NOT REFLECT A DAILY PER DIEM PROGRAM. SNAPSHOT WILL NOT REIMBURSE EMPLOYEES IN CASH FOR AMOUNTS BELOW THE DAILY MEAL ALLOWANCE. ONLY ACTUAL BUSINESS MEAL COSTS WILL BE REIMBURSED.*
- All meal reimbursements during travel require an itemized receipt.
- Employees dining out together can charge one card/receipt for the entire group. The most senior-level individual should pay. When submitting for reimbursement, all employees in attendance must be listed on the expense item.
- Snapshot will reimburse reasonable tips, not to exceed 25% of the meal cost.

Client Entertainment Expenses:

- The most senior member of the company present at client events should request reimbursement.
- All pertinent details must be included in Concur's description section. These details include the venue, client, and purpose of the meeting. If employee(s) do not include all required material, reimbursement may be delayed or denied.

Ground Transportation:

- Unless approved by my management, employees should not rent vehicles during the summit.
- When traveling through urban areas, employees are encouraged to use public transit or ground transportation options such as Lyft or Uber, whichever is more economical.
- Local employees are permitted to drive in themselves and expense their parking bill.

Airfare Guidelines:

- Flights over the dollar threshold require manager approval, for:
 - Domestic -- \$500
- All employees are expected to book flights in economy class for trips under 5 hours in flight time duration. Employees are allowed to travel business class 1-way of their choosing for flight time durations over 6 hours. Note: flight time duration is defined as airtime.
- Employees may use frequent flyer benefits, but the use of these programs cannot increase the cost of tickets.

Hotel/Lodging Guidelines:

- Please reach out to Mara James at mara.meadows@snapsheet.me to reserve a room and for any additional information.
- Employees will be reimbursed for hotel Wi-Fi, reasonable staff tips, and car parking. Employees will not be reimbursed for non-business expenses that include, but are not limited to: movie rentals, minibar charges, or other entertainment (massages, spa services, etc.).

Non-Reimbursable Items:

- Airline club memberships
- Athletic and social club dues
- Childcare
- Credit card fees
- Excess baggage fees
- First-class upgrades
- Fines from negligent driving (i.e. speeding tickets, moving violations, or parking)
- House-sitting
- In flight purchases excluding Wi-Fi
- In-room hotel movies
- Pet Boarding
- Toiletries or clothing purchased during the trips