



VSP Travel and Expense Guidelines (Effective 1/1/2014)

VSP provides its own employees with the following guidelines applicable to customer related travel and expenses, and requires its vendors to adhere to these same guidelines unless written approval is obtained from VSP subject to Section 2.01 (c).

- **Air Travel:** When ever possible airline transportation will be booked as far in advance as possible in order to receive the lowest fare rates. Twenty-one to fourteen day advance booking is preferred; any booking less than this timeframe will be subject to VSP prior review for approval. All travel must be booked through VSP's Corporate Travel provider. Contact information will be provided upon request.
- **Hotels:** Individuals that will be working at VSP on a long-term basis (more than two consecutive weeks) should use an extended stay hotel through which VSP has long-term negotiated rates, such as the Marriott Residence Inn. Individuals that are not working at VSP on a long-term basis should use a hotel where VSP has negotiated short-stay rates, such as the Marriott Courtyard. Arrangements must be booked through VSP's Corporate Travel provider.
- **Auto Rentals:** Vendors should always try to secure the most economical rate for a mid-size car. Whenever possible, multiple-same company travelers should attempt to minimize expenses by coordinating arrival/departure dates and times so that automobile rentals are shared. Arrangements must be booked through VSP's Corporate Travel provider.
- **Mileage:** Individual short-distance travelers using their personal vehicle will be reimbursed at the current rate of .56 cents per mile (Effective January 1, 2014), which is subject to change on [thirty \(30\) days prior written notification](#). Whenever possible, multiple-same company travelers should attempt to minimize expenses by coordinating arrival/departure dates and times so that excess or extra automobile use is minimized.
- **Meals:** Meal receipts, with reasonable tip(s) included or other form of acceptable evidence, will be reviewed by VSP to ensure appropriate and reasonable levels of meal expenditures.
- **Miscellaneous Expenses:** Certain miscellaneous expense items may be appropriate for reimbursement. Items that would be classified as acceptable Miscellaneous Expenses include:
 - Reasonable tips to bellhops, porters, taxis, airport shuttle services, etc.,
 - Weekly laundry service for stays of longer than one week,
 - Gas for rental cars,
 - Tolls and parking.





- **Excluded Expenses:** Items needed to perform contracted services other than those outlined in section 1.02:
 - Tools (desktops, laptops, cables, software, licensing and maintenance),
 - Cellular phones or “air cards” and cellular service,
 - Ergonomic products,
 - Internet service needed for remote access.

***Note: VSP requires receipts for all expenses submitted for reimbursement.**



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