



# McConnell Group Expense Report

## Travel Expense Policy

Summary of TMG Travel Expense Policy:

1. Employees will be reimbursed for actual, necessary and reasonable expenses upto the JTR per diem rate, incurred for a business trip that does not exceed 30 days at a single location. These expenses regularly include lodging, food, and transportation. The most economical lodging, consistent with the nature of the trip, should be utilized. Personal and/or business entertainment is not included. Receipts are required for lodging and commercial transportation.
2. Necessary incidental expenses such as parking tolls, laundry and valet charges, postage, etc. will be reimbursed when supported by receipts.
3. For any business trip in one location exceeding 30 days, special reimbursement arrangements will be made by the company.
4. When traveling by air, coach class must be used.
5. All approved personal car mileage expense for business purposes, local or out of town, will be reimbursed at the current rate.
6. If an employee is directed to use his/her own car for the convenience of the Company, he/she will be reimbursed the entire mileage expense incurred for business purposes.
7. Return to Accounting Department within 5 working days after completion of trip.

### Explanations

Business Conferences

Date	# People	Nature of Business

Date	Other	