



GPS Dental Travel & Business Expense Policy

Rev 2/23/2023

Overview:

GPS Dental and all GPS Dental partners (the "Company") recognize that personnel may be required to travel or incur other expenses from time to time to conduct business to support the organization. The purpose of the Travel Policy is to ensure:

1. Effective and safe travel for company personnel
2. Adequate cost controls are in place
3. Travel and other expenditures are appropriate
4. A uniform and consistent approach for the timely reimbursement of authorized expenses incurred by personnel.

All personnel are required to act professionally, respectfully, and safely when representing the Company during business travel. This necessarily includes, obeying all federal, state and local laws and ordinances; conducting oneself with decorum at all social gatherings; and being aware of your surroundings when visiting unfamiliar areas. The Company shall not be responsible for any injury or loss resulting from unlawful, unprofessional, unreasonable or risky conduct during business travel. It is the policy of the Company to reimburse only reasonable and necessary expenses actually incurred by personnel. If a circumstance arises that is not specifically covered in this policy, then the most conservative course of action shall be taken.

General guidelines:

When incurring business expenses, the Company expects personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend money as carefully and judiciously as the individual would spend his or her own funds.
- Obtain supervisor's prior approval for business or travel expenses exceeding \$500.00 in aggregate.
- Submit expense reports, supported by required documentation, as they were actually spent within two weeks following the date the business expense occurred or the completion of travel.

The Company reserves the right to deny reimbursements of travel-related expenses for failure to comply with policies and procedures. Further, personnel who do not use proper discretion and judgment when booking travel shall be warned, and the Company reserves the right to deny future requests for reimbursement for continued violation. Examples of failure to comply include

but are not limited to 1) failure to book airline tickets in advance to obtain the best fares when travel dates are known, 2) excessive change fees for airline tickets that are not for business necessity, 3) use of higher cost modes of ground transportation when more economical options are available, and 4) choice of higher cost hotel options, 5) failure to submit an expense report with necessary invoices and documentation within two (2) weeks following the date the business expense occurred or the completion of travel.

Submitting Expenses:

Expenses shall not be reimbursed unless the individual requesting reimbursement submits an Expense Report. Expense Reports shall be approved by the individual's direct supervisor. Expense Reports with required receipts can be submitted through Paycom. All reports must be submitted and approved by the Friday before a pay date to be on the payroll.

The Expense Report, which shall be submitted within the two (2) weeks following the date the business expense occurred or the completion of travel, must include:

- If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of each organization-related activity during the trip.
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent (e.g., gifts, meals) in order to conduct Company business).
- An itemized list of all expenses for which reimbursement is requested.
- The clinic name for which each expense was incurred, if applicable.
- The vendor name where the expense was incurred.

Receipts are required for all expenditures billed directly to the Company, such as airfare and hotel charges. All expenses require written receipts from each vendor showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable). A credit card receipt or statement may not be used to document the vendor and date of an expense.

Mileage Expenses:

Mileage rate will be calculated based on the federal rate of that current year.

Employees may occasionally be asked to travel to another location for work. If the employee has already reported to his/her primary office location and is asked to travel to another location, they will be paid for mileage for the travel distance between the locations. For example, if the employee's primary office location is Springfield and they report to the Springfield office and are then asked to travel to the Franklin office they would be paid the travel mileage between Springfield and Franklin.

If the employee will be reporting to a location that is different from their primary, office mileage will be calculated based on the difference between the distance from your regular commute to your primary office location and the commute to the other office. For example, if the employee's primary office location is Springfield and their normal commute from their house is 40 miles to the Springfield office. If the employee was asked to report to the Franklin office which is a commute of 100 miles. Then the employee would be paid for 60 miles (100 miles to Franklin – 40 miles to Springfield = 60 miles one way that can be claimed for mileage).

Non-Exempt Travel Time

If a non-exempt (hourly) employee is traveling for work including leaving one location to go work at another location or running errands on behalf of the company including bank deposits,

then the employee should remain clocked in for the duration of their travel and will be paid for that time. These requirements do not apply to normal commuting to and from work. Travel and Floating positions will be reimbursed for the difference in mileage from their assigned primary office location and the commute to the other office location.

Reimbursable Travel Expenses:

Necessity of Travel – In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways in which the Company will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether the benefits outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.

Personal and Spousal Travel Expenses – Any expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual, should be communicated in advance, and will not be reimbursed by the Company. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed.

Air Travel and Lodging – Air travel reservations shall be made, only with supervisor's prior approval, and as far in advance as possible (generally fourteen (14) days) in order to take advantage of reduced fares and airfare should be kept under \$500.00 roundtrip. Air travel shall be booked on Southwest when at all possible, as Southwest has no change fees. Air travel should always be booked at Economy Class. Personnel traveling on behalf of the Company may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels if applicable. Nightly rates shall not exceed \$200 per night (before taxes), unless supervisor approval is granted. Any stay exceeding this rate shall be approved by the individual's supervisor prior to the commencement of travel.

Out-Of-Town Meals – Personnel traveling on behalf of the Company are reimbursed on a per meal basis not to exceed the following rates when they actually incur the cost of a meal. They will not be reimbursed for meals paid for or provided by others.

1. Lunch: \$ 20.00
2. Dinner: \$ 40.00

The entire meal receipt listing the items purchased must be submitted along with the final receipt showing gratuity. Gratuities up to 20% will be reimbursed.

Ground Transportation – Employees are expected to use the most economical ground transportation appropriate under the circumstances. Employees traveling together should make all efforts to consolidate ground transportation if possible. Options may include:

1. Taxis/Ridesharing – When courtesy cars and airport shuttles are not available, a taxi or ridesharing are often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved. Please only use the Economy options for mobile application transportation and rideshare vehicles. Premium and VIP transportation is not permitted.

2. Rental Cars – Car rentals are expensive so other forms of transportation shall be considered when practical. Employees will be allowed to rent a car while out of town provided that the cost is less than alternative methods of transportation.
3. Personal Cars - Personnel are compensated for use of their personal cars when used for Company business. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile for that year. Reimbursing for mileage **INCLUDES** the cost of gas, employees cannot be reimbursed for both mileage and gas. A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers shall be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Parking/Tolls – Parking and toll expenses, including charges for hotel parking, incurred by personnel traveling on organization business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed. Airport parking is reimbursable; however, personnel should use Economy or off-site parking.

Entertainment and Business Meetings – Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed, only with supervisor's prior approval. Detailed documentation for any such expense must be provided, including:

- Date and place of entertainment
- Nature of expense
- Name, titles, and corporate affiliation of those entertained
- A complete description of the business purpose for the activity including the specific business matter discussed
- Vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

Non-reimbursable Expenses – The Company maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance
- First class tickets or upgrades
- When lodging accommodations have been arranged by the Company and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by the Company. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel
- Movies, liquor, or bar costs (unless approved by EVP of Operations)
- Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization
- Spa or exercise charges
- Clothing purchases
- Conferences and entertainment which are not approved by supervisor
- Valet service

- Car washes
- Toiletry articles
- Child Care, Babysitting, or House-sitting
- Expenses for spouses, friends, or relatives.

Employee Acknowledgment – This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention. Expenses made outside the guidelines of these policies may not be reimbursable to the individual. Failure to follow or abuse of the guidelines in this policy may result in disciplinary action, up to and including termination of employment. Because the Company's operations may change, the contents of this policy may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of Management.