

BUSINESS EXPENSE REIMBURSEMENT

In the course of conducting ACC business, it is understood that you may incur expenses on behalf of ACC. It is expected that you will display the same care and caution in incurring business expenses that a prudent person would exercise if traveling on personal business. Reasonable and necessary business expenses incurred on behalf of ACC should be submitted to your supervisor for approval on ACC Expense Claim Form, Exhibit B.

Travel Authorization

The President or his representative must authorize all requests for travel in advance. Approved travel arrangements may be charged to your personal credit card or your Corporate American Express. If offered and where appropriate, you should arrange for ACC to be reimbursed for your travel by the third party organization. Should you wish to add personal travel to your business flight or fly a particular carrier, only the cost of the least expensive direct route will be paid by ACC and under no circumstances will ACC pay you for any savings accrued from personal travel.

Travel Advances

Employees may secure a travel advance that is equal to the estimated total cost of the travel. Advance requests should be made at least one week prior to departure.

ACC Reimbursable Business Expenses

Such expenses shall be reasonable and appropriate and may include, but are not limited to:

- Cost of coach transportation for all domestic US flights; and international flights that are less than 5 hours;
- Cost of lowest cost coach transportation that may be upgraded with a personal coupon or personal air miles for international flights that exceed 5 hours but are less than 9*;
- Cost of business class transportation for international flights that exceed 9 hours;
- Cost of meals, and reasonable tips;
- Cost of business-related entertainment;
- Cost of reasonable accommodations**;
- Cost of business telephone calls and faxes;
- Cost of reasonable local transportation;
- Cost of one in-room movie per day when traveling;
- Daily use of a health club;
- Cost of one personal long distance phone call of a reasonable length per day of travel made from our cell phone or with a calling card. ACC will not reimburse long distance calls made directly from a hotel room.

Rental Cars and Use of Personal Automobiles

When renting a car, you should not purchase the collision or liability insurance. ACC carries hired car insurance, which protects the employee and ACC under both circumstances. In the event you use your personal car for approved business purposes, ACC will reimburse you at the then current US. Government rate that is a flat amount per mile, plus any tolls incurred.