

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Compensation & Payroll Practices

Number: II-4

SUBJECT: Business Travel

Effective Date: 08-28-00

Revision Date: 07-09-09

LOYOLA will reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the Company.

Local travel is defined as travel within a 200 mile radius of the employee's permanent office or travel covering less than 10 hours in a single day.

Length of travel is determined by elapsed time, not calendar time.

Travel Authorization

The Business Trip Planner is used to request approval for all trips in excess of 200 miles, trips of more than one day duration and/or trips involving estimated expenses in excess of \$100. The employee must submit a Business Trip Planner to the Office Manager for processing as soon as the travel has been approved by the employee's supervisor.

The Office Manager will make reservations for mode of transportation and lodging. The costs will be paid with a Company credit card. Employees must make their own car rental reservations and pay with their personal credit card (national car rental agencies will only accept reservations from the driver of the rental car). The employee must submit an expense report to the Accounting Department upon return of their trip for reimbursement.

The employee is responsible for informing the Office Manager if the travel is canceled. Upon notification of the cancellation, the Office Manager will cancel all reservations.

Travel and Transportation

As a general rule, all employees will travel by the most economical means. The most direct route should make travel consistent with the accomplishment of official business. Employees who, for their own convenience, prefer to use other than the most economical mode of transportation may do so by paying the excess themselves. This includes arranging personal leave time if travel time will exceed normal travel by the most rapid means of transportation.

Corporate vs. Government Travel

Corporate - Employees will receive \$40 per day to cover the cost of meals and incidental expenses. Expenses for lodging will be held to a minimum consistent with the requirements of the business at hand and the locality visited. Use of a privately owned vehicle will be reimbursed at .36 per mile.

The established per diem rates will not be used under those circumstances where employees have access to facilities which can support the employee's needs at less cost. Under such circumstances, the responsible manager will establish an alternate (reduced) per diem.

Government - Employees will receive per diem based on a JTR Ceiling Analysis for all travel covered as a direct line item on a contract. No receipts are normally required for per diem items. When contract requirements are such that receipts must be submitted, the contract requirements shall prevail. Reimbursements will not be made for per diem expenses that exceed JTR rates. Lodging costs will be limited to the JTR rate. Extenuating circumstances may occur that make it necessary to exceed the JTR rate. In this circumstance, an exception requires advance written approval from a Company officer of LOYOLA. Use of a privately owned vehicle will be reimbursed at the current JTR mileage allowance.

Advance Per Diem / Lodging

Advance per diem is permitted when the travel is planned and the Accounting Department is given sufficient time to process the advance check.

Should the employee make his/her own lodging reservations, the employee must obtain corporate rates/discounts when available and stay within JTR rates when applicable.

When a spouse and/or others not on official business accompany the traveler, only the single occupancy rate, in writing, is paid by the Company.

Travel Expense Reports

The employee must submit an Expense Report to the Accounting Department within five (5) days after the approved travel has been completed. A separate Expense Report must be completed for each trip. All receipts must be submitted with the exception of food and incidentals.

The Accounting Department will process the Expense Report and mail a check to the employee's home address if a reimbursement is due.

Subsistence Per Diem

Employees traveling on Company business requiring overnight lodging or on a one day official trip exceeding 10 hours in length may claim a per diem allowance. For overnight or longer trips, the day of departure and the day of return will be divided into quarters. Reimbursement may be claimed for the quarter day period in which travel starts and for subsequent periods of that day. On the day returning home, per diem may be claimed through the quarter-day period in which travel ends. When a partial per diem is claimed, it is based on the corporate rate or in cases of JTR, for the city from which the employee departed.

For one day trips ranging from 10 to 24 hours, quarters per diem reimbursement may be claimed based on the table below unless travel is located within 200 miles. For local travel no per diem is authorized.

Quarter-day breakdowns for per diem reimbursements are as follows:

One Quarter	Up to 10 Hours	\$10.00 will be reimbursed
Two Quarters	10 Hours up to 12 Hours	\$20.00 will be reimbursed
Three Quarters	12 Hours up to 18 Hours	\$30.00 will be reimbursed
Four Quarters	Over 18 Hours	\$40.00 will be reimbursed

International Travel

The employee must contact the corporate Office Manager immediately upon learning he/she will travel overseas. The employee will be issued an overseas travel packet which contains insurance and travel assistance information.

The employee must contact the Facility Security Officer (FSO) prior to departure for a security brief. When an employee travels outside the Continental United States (including Hawaii and Alaska), the appropriate JTR rates will apply and reimbursement will be limited to those rates. Exceptions require written approval from a Company officer of LOYOLA.

For travel into hostile and at war risk countries, as deemed by the State Department, the employee will receive three (3) types of hazardous duty compensation:

- Adjustment to annual base salary by 10%
- Danger pay at \$35.00 per day
- Hardship pay at \$35.00 per day, when applicable

An employee changes from domestic to foreign travel status on the day the employee boards the mode of transportation that is en route to the foreign country. An employee changes from foreign to domestic travel on the day the employee boards the mode of transportation that returns to the Continental United States.

Telephone

Domestic – Personal calls to employee's family (i.e., safe arrival) are considered part of the per diem allowance. Separate reimbursement for extraordinary circumstances (i.e., emergency) which require excessive telephone expense will be reviewed on a case-by-case basis.

Foreign – Employees traveling abroad will be reimbursed, at actual cost, for one 10 minute phone call per week. Employees are encouraged to use the most efficient communication available.

Business Calls – Calls of business nature, including calls to report change of plans/trips, extensions, are reimbursable on an actual cost basis.