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Out-of-Town Travel Policy

Cutting Edge Renovation & Painting may assign employees to jobs that require travel outside the regular work area, including jobs that require extended drive time, overnight stays, or temporary work away from home.

This policy explains expectations for approved out-of-town travel, lodging, meals, fuel, paid travel time, conduct, and expense documentation.

Purpose

The purpose of this policy is to make sure out-of-town travel is handled consistently, fairly, and professionally while supporting job coverage, employee safety, and business needs.

Out-of-town travel must be approved by management in advance.

Approved Travel Assignments

Employees may be assigned to out-of-town jobs based on business needs, project schedules, staffing, skills, and availability.

Employees are expected to follow all Company policies while traveling for work, including policies related to:

- Safety
- Attendance and punctuality
- Jobsite conduct
- Drug and alcohol use
- Company vehicles and driving
- Company cards and receipts
- Confidentiality
- Customer service

Lodging

For approved overnight travel, the Company may provide or pay for hotel or lodging accommodation for the duration of the job.

Employees are expected to treat lodging property respectfully and professionally. Employees are responsible for any damage, unauthorized charges, or personal expenses they cause.

The Company will not pay for unauthorized room upgrades, entertainment, personal purchases, guests, damages, or other non-business charges.

Meals

The Company may provide or reimburse meals during approved out-of-town travel, subject to the Company's per-meal limit or other limits set by management.

Alcohol is not a reimbursable meal or travel expense.

Employees must follow receipt requirements for meal purchases or reimbursements. Meal expenses that are excessive, undocumented, personal, or not approved may be denied.

Fuel and Mileage

For approved out-of-town assignments, the Company may provide or reimburse fuel for work-related travel as approved by management.

For approved personal vehicle use on trips of **3.5 hours or less**, the Company may provide or reimburse **one tank of gas each way**, unless otherwise approved by management.

Fuel purchases must be for approved work-related travel only. Employees may not purchase fuel for another person's vehicle or combine fuel purchases with non-approved items.

Additional details are provided in **Policy HR102: Fuel Allowance Policy**, where applicable.

Company Vehicles and Personal Vehicles

Employees driving for approved out-of-town travel must follow all Company driving expectations and traffic laws.

Employees may only use a Company vehicle or personal vehicle for Company business if authorized by management.

Employees must immediately report:

- Accidents
- Traffic citations
- Vehicle damage
- Unsafe vehicle conditions
- Mechanical problems
- License suspension or restrictions
- Any issue that may affect safe driving

Additional details are provided in **Policy HR110: Company Vehicle and Driver Safety Policy**.



Paid Travel Time

For approved out-of-town assignments, paid travel time will begin at departure from the Company's designated home base and end upon arrival at the jobsite, unless otherwise directed by management or required by law.

Travel time, jobsite hours, meal breaks, and other time entries must be recorded accurately in the Company's timekeeping system.

Employees may not falsify travel time, job hours, mileage, receipts, or other travel documentation.

Scheduling and Attendance

Employees assigned to out-of-town travel are expected to report at the scheduled departure time, arrive prepared, and follow the travel schedule provided by management.

Employees must notify their supervisor, HR, or management as soon as possible if they will be late, unable to travel, or unable to report to the jobsite as scheduled.

Failure to follow travel schedules, report absences, or remain available for the approved assignment may result in corrective action.

Receipts and Documentation

Employees must provide receipts and supporting documentation for approved travel expenses as required by Company procedure.

Receipts should be submitted promptly and must clearly show the expense, date, amount, and business purpose when applicable.

Employees using Company cards must follow the Company Credit Card Policy.

Additional details are provided in **Policy HR101: Company Credit Card Policy**.

Conduct During Travel

Employees are representing Cutting Edge Renovation & Painting while traveling, staying in lodging, driving Company vehicles, visiting jobsites, eating in public, or interacting with customers, hotel staff, vendors, subcontractors, coworkers, and the public.

Employees are expected to:

- Behave professionally
 - Follow all company policies
 - Respect hotel and lodging rules
 - Avoid disruptive or inappropriate conduct
 - Avoid behavior that reflects poorly on the company
 - Maintain clean and orderly lodging and work areas
 - Respect coworkers' privacy and personal space
 - Report concerns promptly to HR or management
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Unprofessional behavior during travel may result in corrective action, up to and including termination.

Alcohol, Drugs, and Impairment

Employees may not work, drive, operate equipment, report to the jobsite, or conduct Company business while impaired or under the influence of alcohol, illegal drugs, unauthorized controlled substances, or medication that affects safe job performance.

Alcohol is not reimbursable and may not be charged to the Company.

Additional details are provided in **Policy HR108: Drug and Alcohol Policy**.

Room Sharing and Privacy

When lodging is required, room arrangements will be determined by management based on business needs, availability, cost, safety, and employee privacy considerations.

Employees are expected to respect coworkers' privacy, belongings, rest time, and personal space while traveling.

Any concerns about lodging arrangements should be reported to HR or management.

Unauthorized Expenses

The Company will not pay for unauthorized or personal expenses, including but not limited to:

- Alcohol
- Entertainment
- Personal shopping
- Personal vehicle repairs unless approved
- Hotel damage or smoking fees
- Room upgrades
- Guests or additional occupants
- Traffic tickets or fines
- Personal travel or sightseeing expenses
- Expenses without required receipts or approval

Unauthorized expenses may be denied and may result in repayment requirements or corrective action.

Changes to Travel Plans

Employees must notify HR, their supervisor, or management if travel plans change, including delays, jobsite changes, lodging issues, vehicle problems, weather concerns, illness, or emergencies.

Employees may not make major changes to travel arrangements, lodging, vehicle use, or approved expenses without management approval unless there is an emergency.



Violations

Violation of this policy may result in corrective action, up to and including termination of employment.

Examples of violations include:

- Unauthorized travel expenses
- Failure to submit receipts
- Misuse of company cards or fuel
- Unsafe driving
- Unprofessional conduct while traveling
- Falsifying travel time or expenses
- Damage to lodging or company property
- Working or driving while impaired
- Failure to follow the approved travel schedule

Questions

Questions about travel assignments, lodging, meals, fuel, receipts, paid travel time, or travel expectations should be directed to HR, a supervisor, or management.



