



# CHARGE CARD & TRAVEL POLICY

## **Accounting**

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Approved: EVP, Chief Financial Officer and Treasurer

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**DESCRIPTION OF CHANGE**

<u>Revision</u>	<u>Description of Change</u>
August 7, 2015	First Approved Issue
April 1, 2017	Consolidate travel & Company P- Card policies. Include changes with Concur. Changed spousal travel section.
April 8, 2019	Update appropriate approvals; recurring charges, receipt thresholds and various IRS changes. Add Airbnb/VRBO policy and appendix for administrator responsibilities.
June 14, 2019	Update from Centuri Construction Group to Centuri Group. Also, formatting.
October 23, 2019	Updated sections for NPL Canada's processes
October 29, 2020	Updated the name from P-card to Company Charge Card to incorporate Fuel cards and Cardlock Cards. Updated receipt rules and supervisor approval expectations.

## I. PURPOSE

The purpose of the Centuri Group, Inc. (“Centuri” or “Company”) Company Charge Card and Travel Policy is to set the guidelines for all employees incurring travel and business expenses on the Company’s behalf during normal business activity. The intent of this policy is to establish consistent, reasonable and accountable standards to record and control the cost of business travel and entertainment.

## II. SCOPE

This policy applies to all employees who are authorized Cardholders and/or employees that participate in business related travel for Centuri Group, Inc. and its subsidiaries (“Centuri” or “Company”).

## III. REFERENCES

- Cardholder Request Form
- Centuri Code of Business Conduct and Ethics
- Concur FAQ
- Guide for Concur User Setup
- Missing Receipt Form
- Cardholder Agreement Form

## IV. DEFINITION OF TERMS

**Cardholder** – Company Employee who the Company Charge Card is issued to and who is responsible for the expenses incurred on the card.

**Charitable Donation** – a gift made to a nonprofit organization, charity or private foundation. Charitable donations are commonly in the form of cash, but they can also take the form of real estate, motor vehicles, appreciated securities, clothing and other assets or services.

**Company Charge Card (“Charge Card”)** – A charge card issued by the Company that allows goods and services to be procured. Examples include, but are not limited to, purchasing cards (“p-cards”), fuel only cards, and cardlock cards.

**Political Donation** – A political donation is a gift made to, or for the benefit of, a political party, elected member, candidate, group of candidates, or other persons.

**V. POLICY**

It is Company policy to reimburse employees for ordinary, necessary, and reasonable business and travel related expenses when directly connected with or pertaining to Company business. All expenses must be incurred in accordance with this policy to qualify for reimbursement. Violation of this policy may subject the Cardholder and/or business traveler to disciplinary action up to and including termination. Variances can be granted with advanced approval from an Executive Leadership Team (“ELT”) member for valid business purpose. Departments may at their discretion impose greater control than required by this policy but never less.

All employees traveling for Company business are asked to exercise prudent business judgment regarding expenses covered by this policy. A good rule of thought is to “spend Company money as if it is your own.”

No one may approve the expenditure of Company funds or resources by any family member or relative, and no one may approve an expenditure for them self (or instruct / have anyone at the same or a lower level within their organization approve an expense on their behalf). All commitments/expenditures for yourself, family members and/or relatives must be approved by the responsible supervisor and Company President if not a relative, or by an appropriate Centuri Executive (e.g. CAO, COO, etc.). This includes expense reports.

Any personal/vacation travel may be combined with business travel provided there is no additional cost to the Company and there is sufficient supporting documentation.

Charitable contributions over \$10,000 must receive prior approval from the Centuri Chief Financial Officer (CFO) prior to authorization; if and when approved contributions reach \$50,000 during the year at an Area / Business Entity level, any contribution beyond such amount (irrespective of amount) must receive prior approval from the Company President and Centuri President & Chief Executive Officer or Centuri Chief Operating Officer.

All political donations require approval from Centuri Chief Counsel prior to authorization.

All spouse/companion travel paid for by the Company must be pre-approved in writing by the appropriate Centuri ELT member, if not a relative. A guest may share accommodations on business travel as long as there is no additional cost to the Company.

Tax regulations state that any reimbursement for companion travel is considered taxable income to the employee unless:

- The accompanying individual is an employee of the Company or Centuri,
- The travel of the accompanying individual is for a valid business purpose, and
- The travel expenses otherwise would be deductible by the accompanying individual.

The Cardholder agrees to be responsible for all purchases made with the Charge Card. No other person is authorized to use the Charge Card. Cardholders shall never give the Charge Card or number to any other person for use.

With exception of fuel only credit cards, the Cardholder is responsible for obtaining receipts, sales slips, or invoices for all purchases. Documentation must show itemized detail for the related expenses; credit card imprint slips are not considered receipts. For tax purposes, all Canadian receipts are required to include sales tax. For fuel purchases, taking a picture of the fuel pump showing gallons consumed and total price is acceptable when a receipt is not provided.

Charge Cards are intended for business use only and should never be used for personal expenses with the intent to repay the Company on a later date. On the rare occasion where an employee accidentally uses their Charge Card for a personal expense, the employee is expected to code that expense to the expense type "Personal Expense" and mail a check to the Corporate Accounting Department for reimbursement to the Company. This should not be a recurring event. The assignment of a company issued Charge Card is a privilege that will be revoked if abuse is suspected.

Money orders and Cash advances are strictly prohibited.

Regular / recurring bills (e.g., utility or electric bills) may not be charged to Charge Cards; recurring bills and invoices are subject to processing requirements and procedures handled by Accounts Payable. Please contact the Centuri Accounts Payable team for further information or assistance. If it is necessary to pay a regular / recurring invoice using a Charge Card (e.g. in order to avoid additional fees), approval is required from Centuri Corporate Accounting Management. Recurring invoices for NPL Canada will be approved by the NPL Canada Vice President of Finance.

Capital equipment purchases should not be charged to Charge Cards, other than in extenuating circumstances. Where applicable, all employees are expected to purchase capital equipment through the Coupa System

On the rare occasion when equipment must be purchased immediately to limit schedule delays on the job, the Cardholder is expected to coordinate with their supervisor to establish a purchase order in Coupa. The Cardholder is expected to use the Concur expense type Capital Assets and include the Coupa Purchase Order number in the comments field. Any expense reports where the expense type Capital Assets is used will be directed to the Director, Procurements & Assets (U.S. expense reports) or the Director of Financial Reporting and Auditing for (Canada expense reports) for review and approval to ensure the asset number is properly recorded before being posted to SAP.

**VI. PROCEDURE**

**A. Company Charge Card Distribution**

**1. Distribution Overview**

Employees who are expected to routinely travel or incur business expenses on behalf of the Company should be issued a purchasing Charge Card.

Fuel-only or cardlock Charge Cards should be distributed to employees when the primary expenses are for fuel.

Employees may apply for a Charge Card by completing the *Cardholder Request Form* (See *Appendix B: Supporting Technical Documents*) or other documentation containing the same information. The *Cardholder Request Form* must be approved by the employee's supervisor and submitted to the local System Administrator.

Charge Cards may not be ordered for employees in advance of being set up with Human Resources. The System Administrators are expected to deny *Cardholder Request Forms* that are missing the Employee ID Number. For extenuating circumstances in which an employee must obtain a Charge Card prior to official registration with Human Resources, prior approval from Centuri Corporate Accounting Management is required.

If an employee is approved to receive a Charge Card, that employee agrees to be bound by the terms of the use of that card and must sign the *Cardholder Agreement Form* and submit it to the local System Administrator. The local System Administrator must forward the original form to Centuri Corporate Human Resources or the HR Director for NPL Canada to be filed within the employee's personnel file and submit the *Quick Employee Import Template* to Expense Reporting. For NPL Canada, the Quick Employee Import Template is updated and submitted to the Centuri Concur team by a designee in the accounting department.

P-card holders or employees requesting reimbursement for business related expenses are required to submit an expense report through Concur.

- Petty cash may be used to reimburse employees if the reimbursement is less than \$100.
- If an employee submits an out of pocket expense less than six times per year and does not have a Concur account, he or she may submit a paper-based expense reimbursement form (See *Supporting Technical Documents*) through their Accounts Payable contact.

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The Cardholder should use the *Concur Mobile App* to take pictures of their receipts, e-mail receipts to [receipts@concur.com](mailto:receipts@concur.com), or provide their receipts to their Concur Delegate for scanning into their Concur profile. The Cardholder is responsible for contacting suppliers to obtain copies of missing receipts. Missing receipts forms are prohibited under the following circumstances: a transaction exceeds \$500 USD or \$500 CAD for NPL Canada, and any airfare, hotel and car rental transactions due to the ability to easily obtain copies from travel industry vendors. Excluding the previously noted exceptions, Cardholders must complete the *Missing Receipt Form (See Supporting Technical Documents)* for all expenses greater than \$50 USD and \$50 CAD for NPL Canada that are missing a receipt, **only** after every attempt has been made to obtain a receipt. Cardholders with access to a computer may complete the *Missing Receipt Affidavit* through Concur rather than filling out the paper form.

Employees are required to code their expenses to the applicable cost center or phase and job number (U.S.) or applicable yard and job number (Canada), include a descriptive business purpose, and a list of attendees for any business meal or entertainment expenses.

- If a Cardholder Delegate is creating the expense report, then the Cardholder will be responsible for communicating this pertinent information to their Delegate. Cardholders may write this information on the receipt or include this information within the comments box when taking a picture of their receipt within the *Concur Mobile App*.

Cardholders are responsible for submitting expense reports for any available Charge Card expenses within Concur on a timely basis (weekly preferred) with the following exceptions considered;

- Employees on a monthly accounting close schedule can submit their expense reports on a monthly basis.
- Centuri Corporate employees should consider submitting their expense reports on a weekly basis if the expenses are coded to a Division or Area office as expense reports will impact weekly cost reporting.

Concur administrators continually monitor transactions that have not been submitted and follow up with Cardholders or local administrators to ensure transactions are processed timely. In the event repeat violations occur, management may revoke Cardholder privileges. Cardholders with unsubmitted company card transactions over 60 days will be prohibited from submitting personal or out-of-pocket expenses.



All expense reports are required to be approved by the Cardholder's immediate supervisor established within Concur and approved by the local Processor for transactions to be posted into SAP. Supervisors are expected to review and take appropriate action on all expense reports within 7 business days.

For Centuri US entities, expense reports approved by the supervisor and Processor by Wednesdays at 5:00 p.m. MT will be posted into SAP on Thursday. For NPL Canada, expense reports approved by Friday at 4 p.m. will be posted into SAP the following week. Any expense reports approved after this deadline will be posted into SAP in the following cycle.

## **2. Charge Card Returns and Fraud Disputes**

The Cardholder is responsible for making returns of merchandise or cancelling travel reservations and ensuring proper credit to the Cardholder's statement and handling all disputes with the supplier. The supplier should be contacted before filing a dispute with MasterCard.

If a fraud dispute cannot be resolved with the supplier, the Cardholder should contact their local System Administrator so that the dispute can be escalated to Comdata or the appropriate card company. Disputes must be submitted to Comdata within **30 days** of purchase.

Disputed expenses still need to be submitted on an expense report in Concur, where Cardholders should use the expense type Disputes.

## **3. Lost or Stolen Card**

If a Charge Card is lost or stolen, the Cardholder must immediately notify their local System Administrator and/or Comdata immediately. Comdata Customer Service: 1-800-741-4040.

## **4. Declined at the Time of Purchase**

If a Cardholder is declined at the time of purchase, the Cardholder should immediately contact Comdata and/or their local system administrator. Comdata Customer Service: 1-800-741-4040.

## **5. Seasonal Layoff**

Charge Cards given to seasonal employees must be blocked by the local system administrator when the employees are temporarily terminated. The card can be re-activated when the employees are hired again. The immediate supervisor of the seasonal employee is expected to notify the System Administrator when seasonal employees are hired or terminated. Concur user accounts only need to be deactivated for permanently termed employees.

**6. Transfer from One Division or Area to Another**

If an employee is transferred or moved from one Division or Area to another for work commitments lasting more than 3 weeks, then the immediate supervisor must inform the local System Administrator to change the employee's customer ID in Comdata to match the new Area customer ID number.

The default Area or yard will not be changed in Concur for temporary transfers. It is the responsibility of the Cardholder to make sure their expense report reflects the actual Area or yard they worked in for that time period. The local System Administrator can request that the default coding for the Cardholder be changed for permanent transfers only.

**7. Duplicate Cards**

Withstanding reasons due to business needs, no employee should have two active Charge Cards at one time. In case a duplicate Charge Card must be issued, the local system administrator must block the older Charge Card once the employee has started using the new Charge Card. The system administrator should do a monthly review of Charge Cards issued to employees and ensure no employee has two active Charge Cards at the same time. The local system administrator is expected to ensure the new Charge Card has the correct Employee ID Number in Comdata as this is the mapping point for transactions being assigned to the user in Concur.

**8. Termination of Cardholder**

If a Cardholder is terminated the employee's supervisor must immediately inform the system administrator, who should block the Charge Card in Comdata and e-mail [concur@nextcenturi.com](mailto:concur@nextcenturi.com) to request that the Cardholder be deactivated in Concur.

- If expenses are pending or have not transferred into Concur, then the Cardholder's Concur account should remain active until the final expense report can be prepared and submitted by a Delegate.

Per Comdata policy, the Company has 48 hours to dispute claims of terminated employees. If the Company does not notify Comdata within 48 hours, then the Company will be liable for all wrongful charges on the card.

On a bi-weekly basis and monthly for NPL Canada, the Corporate Accounting Department will compare and review the active employee listing obtained from the Human Resources department to the Comdata Cardholder listing and inform the Division / Area of any Cardholders present in the Comdata listing, but not in the active employee listing.

**B. Concur**

Excepting fuel only and cardlock cards, all Cardholders are required to be set up with a Concur account. Any employee requesting reimbursement for business expenses incurred using their own personal funds (out of pocket expenses) more than 6 times per year, are required to be set up with a Concur account. System administrators are also responsible for ensuring that the employee is set up as a vendor within SAP as the employee will either be paid via ACH or check.

P-card expenses and out-of-pocket expenses must be submitted on separate expense reports. Concur does not allow co-mingling of these different expense reports.

Each Division / Area Office will have designated Delegates and Processors.

- Delegates will be able to log in on behalf of a user within that Division / Area and prepare expense reports.
- System settings prevent Delegates from submitting expense reports on behalf of the user because the User Electronic Agreement is essentially the Cardholders signature evidencing acceptance that Company policy was followed. The exception to this setting is any user without access to a computer or mobile device who cannot submit on their own in which case the receipts are expected to be manually signed by the Cardholder. At NPL Canada, members of the Accounting Department perform a review of card charges and supporting documentation for compliance with company policies and procedures and, when complete, submit expense reports to the Cardholder's supervisor for review and approval.
- Processors are responsible for reviewing expense reports approved by the Cardholder's immediate supervisor and ensuring proper coding and adherence to Company policy. The transactions will be posted into SAP once the Processor approves the expense report via the weekly extract file.
- Each location is responsible for ensuring Cardholders, approvers, and processors complete their expense reports within the deadlines. Any expense reports not approved by the approver and processor by Wednesdays at 5 p.m. MT and by Friday at 4 p.m. for Canada, will not be posted until the following cycle and may impact the cost reports.

Each location is responsible for ensuring all new Cardholders are trained in Concur and are set up within Concur by completing and submitting the *Quick\_Employee Import Template* to [concur@nextcenturi.com](mailto:concur@nextcenturi.com).

- Refer to the *Guide for Concur User Setup* for all steps required to set up a new user and show the new user the *Concur Training Video* (See *Supporting Technical Documents*).

**C. Travel Authorization**

The following air, car and lodging travel policies are applicable to all U.S. employees and NPL Canada employees traveling to the U.S., with the exception of members of the ELT and Company Presidents. Any travel variances outside of the policy require written approval in advance by the COO, CFO or CEO.

All U.S. Centuri employees are expected to book travel arrangements through Concur except for a legitimate business reason. The Concur travel function is not available in Canada so not applicable for those Cardholders.

Employees may establish Travel Assistants within their Concur profile to book travel in their behalf.

**D. Travel Arrangements**

**1. Air Travel**

It is strongly encouraged that reservations for air travel be booked in Concur as soon as possible so that the traveler can obtain advance purchase discounts. Air travel should be booked no later than seven (7) days in advance, except for a legitimate business reason to ensure best fares, and when feasible should be booked using a Charge Card.

- **Class of Service Distribution**

Employees are expected to travel coach or economy class unless using a free upgrade. Preferred seating (including Business Select on Southwest) and other seating upgrades are not permitted. For extenuating circumstances (e.g., emergency booking if there is no other class of service available), travel upgrades must be approved by the employee's immediate supervisor prior to authorization and evidence of approval must be retained in Concur.

Professional judgment should be used when booking refundable airfare as the cost may be significantly greater. Employees anticipating changes in their travel itinerary should consider booking with Southwest Airlines as they allow for changes without incurring additional fees.

Upgrades at the expense of the Company are not permitted. Upgrades at an employee's personal expense can lead to changing a ticket status in Concur, creating issues within the system and are therefore not permitted.

Early Bird Check-In on Southwest Airlines is permitted and can be purchased by going to your Trip Library in Concur and adding it to each flight segment. Concur users will

not receive an E-receipt for the Early Bird Check-In fees, so they will be expected to keep their receipt for their expense report. Early Bird Check-In will not appear for A-List members in Concur since A-List members are automatically checked-in due to their status.

- **Lowest Available Airfare**

All airline tickets must be booked at the lowest available airfare in Concur. The following criteria will be utilized to determine lowest available airfare:

- The flight's departure or arrival time is within two hours before the requested departure or arrival time;
- One stop or connecting flights must be booked if savings of \$200 or more can be achieved unless business circumstances provide a valid reason for booking a non-stop
- Travelers may not specify a preferred carrier if a significantly lower cost is available.

- **Baggage Fees**

Business related baggage fees will be reimbursed.

- **Change Fees**

Rebooking or change fees will be reimbursed for personal emergency situations and necessary business purposes.

Airfare booked through Concur can be changed or cancelled online as long as the first segment of the flight has not started. Once the first segment has begun, any changes to the return flight can only be made by contacting El Sol directly via e-mail or phone (Refer to *Appendix A*).

- Employees booking with Southwest have the option of booking two one-way flights in Concur rather than a round trip flight. This will allow the employee to cancel or modify their trips online without having to contact El Sol or in SWABIZ.

- **Cancelled or Unused Company-Paid Tickets**

All ticketed non-refundable airfare booked through Concur will be tracked in the employee's travel profile. Once the airfare credit is loaded, the employee and/or travel arranger will be able to see tickets via their travel profile. In most cases, El Sol

will automatically use the unused funds when the same airline is chosen for a new flight. El Sol will deduct the cost of the unused ticket from the total amount due and this will be indicated on your final invoice received from El Sol.

All unused company paid tickets are the property of the Company. Upon termination of employment, employees must communicate any remaining unused ticket balances to the Corporate Accounting Department. These balances will be monitored by the Concur Administration team.

- **Frequent Flyer and Other Travel Programs**

Employees may retain frequent flyer program benefits. However, participation in these programs must not influence flight selections that would result in incremental cost to the Company beyond the lowest available airfare.

Membership fees associated with frequent flyer clubs require the appropriate ELT member approval prior to authorization. Written documentation of approval must be attached to the expense report.

TSA Pre-Check and other similar programs are considered reasonable travel expenses for anyone expected to routinely travel on company business.

- **Lost Baggage**

Retrieving lost baggage is ultimately the responsibility of the airlines and the employee. As a general policy, the Company will not reimburse employees for personal items lost while traveling on business. However, exceptions can be considered on an individual basis. If loss occurs for which reimbursement is not provided from the airline, discuss with your supervisor for assistance.

- **Airport Parking**

Reimbursement for short-term and long-term parking at airports is permitted. However, due to excessive cost; employees should use long-term parking or away from the airport parking if the trip is over two days.

## 2. Lodging

- **Class of Hotel**

Employees are expected to use prudent judgment when selecting hotels. Mid-range hotel chains are appropriate for business travel unless this is not feasible. Employees staying one week or longer should inquire about long-term discounts.

For employee safety reasons, booking room accommodations through Airbnb, VRBO and other similar hospitality services is prohibited. If extenuating circumstances require it, the traveler must receive preapproval from the appropriate ELT member.

- **Pre-Paid Rates & Cancellations**

Pre-paid hotel rates are not permitted unless they are fully refundable. All rooms must be cancelled by the required deadline, by the employee, to avoid a “No-show charge”.

- **Hotel Upgrades**

Employees are required to reserve standard rooms only. Employees may accept room upgrades to suites or executive floor rooms only if the upgrade is at no additional cost to the Company. Costs of upgrades are not reimbursable.

## 3. Rental Car

Cars should be rented by individuals traveling on Company business only when other means of transportation are unavailable, costlier or impractical.

- **Size**

All rentals should be for mid-size cars or smaller, unless 3 or more people are traveling together or if an upgrade is provided by the rental company at no extra charge.

As the Company has a substantial truck fleet, the Company will not reimburse employees for truck rentals except for a legitimate business reason.

- **Car Rental Insurance**

Travelers paying for a rental car using a Charge Card will receive adequate insurance from the Company, thus, there is no need to purchase additional insurance. Charge Cards do not cover insurance on any truck rentals.

- **Refueling**

When renting cars, individuals are expected to refuel the rental car prior to returning the vehicle to the rental company other than in extenuating circumstances such as risk of missing a flight.

- **Accident/Loss/Damage**

In the event of an accident, loss of, or damage to the vehicle, the employee must immediately contact:

- The rental car company
- Local authorities, as required
- Company Claims Department: (623) 582-1235

- **Rental Car Company Programs**

The Company is registered with Enterprise and National and preferred rates for these vendors are automatically offered through Concur. The National membership program allows for expedited service when renting automobiles and a complimentary membership to the Emerald Club. For more information on travel programs and how to receive them, go to CORE > Centuri > Supply Chain > Sourcing | National Programs > Travel Programs. Employees can obtain complimentary membership into the Emerald Club and more information can be found there.

#### **4. Personal Car**

Employees will be reimbursed for business usage of personal cars using the then effective mileage reimbursement rate according to the applicable tax law. To be reimbursed for personal use of a vehicle for business, employees must provide on their Concur expense report, the purpose of the trip, date, location, and mileage calculator. This does not include any employee who receives a car allowance or a fuel benefit.

When driving to and from the airport, employees can be reimbursed for mileage driven in excess of their normal commuting mileage.

Employees will not be reimbursed for any repairs to their personal car, even if these costs result from business travel. These costs are considered to be part of the mileage reimbursement.



Employees will be reimbursed for out-of-pocket travel expenses, such as tolls and parking fees with appropriate documentation.

Traffic violations and parking fines will not be reimbursed, unless extenuating circumstances exist. In the event that such an expense is incurred, written documentation of the business reason and approval by management, Director of Operations/Construction, Vice President or above, must be included in the expense report.

## **E. Meals and Entertainment**

The following business meals and entertainment related classifications are applicable to Centuri U.S. entities that follow IRS rules. Canadian entities follow CRA regulations for deductibility of meals and entertainment.

### **1. Individual Meal**

Individual meal expenses are those incurred by employees traveling on Company business when dining alone. Individual meals must be coded using the expense type Individual Meal and should include within the comments the itemization by meal (e.g. breakfast, lunch, dinner and any snacks, drinks etc.). Individual meals will be reimbursed according to actual and reasonable cost. Meal reimbursements, as a general rule, should not exceed the applicable federal daily per diem meal rate. Complete listings of the IRS rates are published at [www.gsa.gov](http://www.gsa.gov) under Per Diem. Personal meals will not be reimbursed for employees receiving per diem.

### **2. Business Meal**

Business meals are taken with customers, vendors, prospects or employees during which a specific business discussion takes place and should be coded to the expense type Business Meal 50%.

Employees will be reimbursed for business related meals taken with other employees only in the following circumstances:

- When a customer is present
- When at least one of the Company employees is from out of town, or
- Specific business-related items are discussed.

Employees will be reimbursed for business meal expenses according to actual and reasonable cost.

Except for legitimate business reasons, the most senior level employee must pay for the bill when more than one employee is present at a business meal.

Meal costs associated with entertainment (e.g. purchasing food for a suite) should be expensed to Business Meal Nondeductible.

Meal cost for social occasions, such as employee birthdays, employee recognition, employee departures, etc. will not be reimbursed unless such event is sponsored and pre-approved by a Department Head. If granted approval, then this should be coded to the expense type Business Meal 50%.

Only meal costs associated with annual events, such as a holiday party or kick-offs should be coded to Business Meal 100%.

Attendees must be added to the expense report whenever using the expense type Business Meal Nondeductible, Business Meal 50% or Business Meal 100%.

### **3. Entertaining Customers**

Entertainment expenses are non-food related costs associated with entertainment for customers, vendors, or company employees. Entertainment expenses include events such as theater and sporting events, whereby a business discussion takes place during, immediately before, or immediately after the event. The expense type Entertainment Nondeductible should be used when entertaining customers or vendors. If an event is pre-approved by a Department Head and includes company employees **only** then the expense type Entertainment 50% should be used. Employees will be reimbursed for entertaining customers or vendors only in the following circumstances:

If the person entertained has a potential or actual business relationship with the Company, and

- If the expenditure directly precedes, includes or follows a business discussion that would benefit the Company.

Examples of entertainment expenses that are not reimbursable: When a group of business acquaintances takes turns picking up each other's meals or entertainment checks without regard to whether any business purposes are served. See also the *Company's Code of Business Conduct and Ethics*, as it relates to entertaining customers and vendors.

**F. Award Points Programs**

Individuals traveling for the Company may retain award points and utilize the rewards for personal purposes. Participation in these programs, however, may not result in any incremental cost to the Company related to transportation or lodging. Participation in award point programs may result in additional tax reporting requirements.

**G. Telecommunications**

**1. Hotel Surcharge**

Phone calls from hotels should be avoided. If the Company traveler has a Company cell phone, then it should be used.

**2. Internet**

When internet connection is required during travel for the Company and free internet is not available, reasonable charges are reimbursable. This includes internet charges during airplane travel when the internet is used to conduct business.

**3. International Travel**

If asked to travel internationally, travelers should notify the IS department to ensure that their cell phones are set up to make and receive international calls prior to travelling so as not to incur additional roaming costs. Contact IS Support for assistance with the phone.

**H. Other Reimbursable Expenses**

The following incidental expenses, when directly related to business travel are reimbursable:

- Tips: recommended maximum of 20% at restaurants, taxis, and for other travel related services; \$1 per bag. Any tips considered excessive will not be reimbursed.
- Laundry/Valet: for trips in excess of five days
- Tolls
- Use of exercise facility (up to \$15/day when free access to hotel gym is not available)
- Currency conversion for international travel
- Gifts to customers, if approved by an ELT Member and not exceeding \$50.

**I. Miscellaneous Travel Expenses**

Miscellaneous expenses are reimbursable when they are reasonable and necessary to accomplish official business. The expense must be supported by a detailed receipt and an explanation of why the expense is being claimed. The employee is expected to make every attempt to utilize the available expense types in Concur for these expenses but if the expense does not fall within one of the available expense type categories than the expense type Miscellaneous Expense may be used.

The following are examples, but not an exhaustive list of travel-related expenses that are not acceptable and will not be reimbursed unless in extenuating circumstances:

- Mini-bar contents
- The loss/theft of goods
- Spa treatments, haircuts and personal grooming
- Personal expenses with the intent to repay the Company on a later date
- Money orders
- Personal items such as toiletries, cigarettes, medicine, or medical bills
- Personal clothing and formal wear expenses
- Satellite radio (Sirius, XM)
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment
- Personal entertainment expenses, including in-flight movies, headsets, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs
- Other expenses not directly related to the business travel

**J. El Sol Travel Agency**

El Sol Travel is the travel management company for all U.S. employees booking travel through Concur. Appendix A contains a list of services provided by El Sol Travel and associated fees. U.S. employees must book and/or update all travel through Concur or El Sol Travel. Employees are advised to contact the airline directly in the event that it is cost effective to update flight reservations with the airline directly compared to contacting El Sol Travel and incurring the related service fee.

**VII. ROLES AND RESPONSIBILITIES**

Responsible Party	Action
Centuri Employee	<ul style="list-style-type: none"> <li>• Employees may apply for a Company Charge Card by completing the Cardholder Request Form</li> <li>• Responsible for obtaining a detailed receipt, detailed sales slip, or invoice for all purchases.</li> <li>• Responsible for all charges on the Charge Card.</li> <li>• Responsible for contacting suppliers to obtain copies of missing receipts or completing the Missing Receipt Form.</li> <li>• Responsible for submitting expense reports for any available Charge Card expenses within Concur on a weekly basis.</li> <li>• Employees are required to code their expenses to the applicable phase and job number (U.S.) or applicable yard and job number (Canada).</li> <li>• Making returns of merchandise and ensuring proper credit to the statement.</li> <li>• Obtaining proper approval for spousal travel prior to incurring costs for the travel.</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>• Approve the Cardholder Request Form and submit to the local system administrator.</li> <li>• Immediately inform the system administrator of any terminated employees.</li> <li>• Review and take appropriate action on all expense reports within 7 business days and ensure all expenses have receipts and are for legitimate business purposes.</li> <li>• Alerting system administrator of any seasonal layoffs so that the Charge Cards can be deactivated.</li> </ul>
Concur Delegate	<ul style="list-style-type: none"> <li>• Responsible for preparing expense reports on behalf of certain users.</li> </ul>
Concur Processor	<ul style="list-style-type: none"> <li>• Responsible for reviewing expense reports for proper coding approved by supervisors prior to posting them into SAP.</li> </ul>
System Administrator – Concur	<ul style="list-style-type: none"> <li>• Ensuring that Concur reflects any changes to approval workflows by completing and submitting the <i>Quick Workflow Update Template</i> to <a href="mailto:workflow@nextcenturi.com">workflow@nextcenturi.com</a>. This process should be followed when an approver will be on vacation for more than two weeks.</li> <li>• Block the Charge Card of the terminated employee in Comdata and e-mail <a href="mailto:concur@nextcenturi.com">concur@nextcenturi.com</a> to request that the Cardholder be deactivated in Concur.</li> </ul>



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System Administrator – Comdata	<ul style="list-style-type: none"><li>• Ensuring new Charge Card holders are set up as users and the approval workflow is maintained</li><li>• Receiving signed <i>Cardholder Agreement Forms</i> (See <i>Appendix B: Supporting Technical Documents</i>) for all new approved Company Charge Card holders and forwarding the original form to Centuri Human Resources, or HR Director for NPL Canada, to be filed in the employee’s personnel file and submitting the <i>Quick Employee Import Template</i>.</li></ul>
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**VIII. APPENDIX A - TRAVEL AGENCY INFORMATION**

**El Sol Contact Information**

- Local Phoenix Number: (480) 894-9634
- Toll Free Number: (877) 801-5002
- E-mail: [elsol@elsoltravel.net](mailto:elsol@elsoltravel.net)
- Winter office hours are Monday – Friday 7am – 5pm MT
- Summer office hours are Monday – Friday 6am – 5pm MT
- Emergency Afterhours is available through Agent24 at no additional fee: (888) 394-9971. Use the ID code S/MON3. Non-emergency calls will incur a fee of \$17.50 (888) 394-9971

**Travel Fees:**

Travel arrangements self-booked online through Concur Travel (includes air/hotel/car rental). No charge to add/change car/hotel(s) in existing online reservations without direct travel counselor assistance.	\$8 Southwest Airline Bookings will incur an additional \$6 charge.
Online ticket exchange (simple routing – goes through without any agent intervention; pre-departure; no split tickets)	\$14
Book, add or change car/hotel only reservations(s) through travel counselors. (No additional service fee to rebook lower hotel rates found by Hotel Rate Checker technology.)	\$10
Airline reservation/ticket booked offline with travel counselors; exchange ticket through travel counselors; Agent assistance (error correction/booking participation) on self-booked reservations. Online fee is voided and full-service fee is charged. International service fee includes International Rate Desk.	US: \$25 International: \$35
Book one or more limos per record using Concur travel:	\$6
Frequent flyer upgrades certificate or free ticket processing, passport/visa assistance, book/change/cancel airport parking through travel counselor, book a limo through travel counselor.	\$10

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## **IX. APPENDIX B - SUPPORTING TECHNICAL DOCUMENTS**

Below is a list of helpful documents for Concur users and administrators. Supporting documents can be found on [CORE](#) and may be added, changed or removed as business needs evolve.

- The following are helpful documents for all Concur users and can be found on CORE under Accounting > Internal Accounting > Accounts Payable:
  - Adding Concur to Bookmarks Bar
  - Concur Expense Type Guide
  - Concur Icons Guide
  - Concur Mobile Guide
  - Concur Report Dates
  - Concur Reporting Intelligence Guide
  - Concur User Setup Guide
  - Concur Video Mobile Guide
  - FAQ
  - Expense – Concur Training Manual
  - Travel – Concur Training Manual
  
- The following documents are specific to Division / Area Office Concur Users and can be found on CORE under Accounting > Internal Accounting > Accounts Payable:
  - Concur User Setup Guide
  - Concur Processor Guide
  - Quick\_Employee Import Template
  - Quick\_Workflow Update Template
  - Weekly Concur Deadlines – Example Schedule
  
- The following are helpful Comdata documents and can be found on CORE under Accounting > Internal Accounting > Accounts Payable:
  - Comdata – Processing Dates
  - ICD Card Management Guide
  - Cardholder Agreement
  - Missing Receipt Form
  - Expense Report