



Altera Travel and Expense Policy

Air

- Travelers are expected to drive distances of three hours or less.
- Air travel is limited to coach/economy class only.
- Travel must be reserved as far in advance as possible to take advantage of purchase discounts. Except in cases of emergency, a minimum of 14 days advance notice is required.
- Upgrades are at the traveler's expense.
- Airline luggage fees are reimbursable.

Hotel

- Travelers should select the lowest available Altera rate at an Altera preferred hotel. The Altera preferred hotels are selected for their overall value, comfort and convenient location. Examples of such preferred hotels include, but are not limited to, Courtyard, Marriott, Doubletree, Hampton Inn and Holiday Inn. Luxury accommodations or deluxe hotels are not acceptable.
- Internet fees will be reimbursed up to \$15/day.
- Hotel award programs, no-show charges, in-room movies, mini-bar and health club fees, will not be reimbursed.
- Tips should be limited to \$1.00 per bag for porter/bell-person assistance and shuttle drivers either \$1 per bag or \$2 per trip.

Car Rental

- Car rental is limited to standard or intermediate sized cars.
- Car rentals should be refueled before being returned to avoid high refueling surcharges applied by rental car agencies, except when the total mileage driven is less than 75 miles.

Taxi Cab

- The use of trains, subways, hotel van shuttles, etc., is highly encouraged as a means of traveling within a local area. Taxicabs may be used when both reasonable and appropriate.

Meals

- Team members will be reimbursed for actual costs up to the current GSA maximum daily rates based on location and are updated October of each year – follow this link to view the current rates (<http://www.gsa.gov/portal/category/100120>).
- Receipts must be submitted for expenses exceeding \$10.00.
- Tips should be limited to 18% of the pre-tax bill on meals.

Laundry

- Reasonable laundry and dry-cleaning expenses will be reimbursed when travel exceeds 5 consecutive days out-of-town.

Mileage

- Business mileage incurred in own vehicle (not a rental car) will be reimbursed at the IRS reimbursable rate that is effective when the miles were incurred.

Parking fees & tolls

- Parking fees and road or bridge tolls are reimbursable. Receipts are required for amounts greater than \$5.00.

Non-reimbursable expenses

- Personal travel taken in conjunction with a business trip
- Airline upgrades
- In-room movies
- Personal entertainment
- Traffic tickets or parking citations
- Personal items, toiletries or clothing
- Purchase of cellular phones, fax machines, pagers, computer related equipment or office furniture
- Connection or disconnection of business line, fax line, cellular line, pagers, online service