SRI Travel and Expense Report Training

Strategic Resources, Inc.
An International Company - ISO 9001:2008 Certified
CMMI Level 3 Rated

AGENDA AND TABLE OF CONTENTS *About 1.5 hrs*

Section	Topic	Apply To	Page	Time
A.0	SRI Travel Guidelines	*ALL*	3	10 min.
B.0	SRI Travel Process	*ALL*	6	10 min.
B.1	Request Expense Authorization	*TRAVELER*	9	10 min.
B.2	Approve/Reject Expense Request	*MANAGER*	13	10 min.
B.3	Finalize & Manage Travel Arrangements	*TRAVELER*	14	10 min.
B.4	On Travel	*TRAVELER*	17	5 min.
B.5	Submit Expense Report	*TRAVELER*	17	10 min.
B.6	Approve/Reject Expense Report	*MANAGER*	23	10 min.
B.7	Process Expense Payment	*AP REP.*	25	5 min.
C.0	SRI Issued Credit Card	*CARD HOLDERS*	26	10 min.
D.0	Useful Monitoring Reports	*MANAGER*	28	5 min.
E.0	Q & A	*ALL*	31	10 min.
F.0	Complete Training Evaluation and Attendance Forms	*ALL*	31	1 day

The new electronic travel planning, authorization and reimbursement process will simplify and improve overall handling of employee travel greatly, and in most cases, it will result in rapid reimbursement of employee out-of-pocket travel expenses. This process consists of an on-line capability called McNairPort, provided by our travel agent partner, McNair Travel, along with an extension of our Deltek system, which is already in use for daily time recording.

A.0 SRI Travel Guidelines

As a federal service contractor, Strategic Resources, Inc. (SRI) complies with the Joint Travel Regulation (JTR) guidelines for travel and expense reimbursement.
http://www.defensetravel.dod.mil/site/travelreg.cfm

Per Diem Reimbursement

To receive per diem reimbursement, SRI employees or consultants must be on approved contract business travel for more than 12 hours.

Travel Authorization

All travels must be necessary and allowable under the contract or mandated by SRI HQ executive office. SRI does not reimburse excess costs incurred by:

- an indirect route as a matter of personal preference;
- premature departure for personal reasons from a temporary location or;
- extension of a stay for personal reasons.

Booking Travel

All authorized travel itineraries (including flight, hotel, and rental car bookings) must be made through MacNair Travel Management at: **http://www.macnairport.com/**

FLIGHT Reservations

- Select coach or economy class only.
- Confirm flight reservations no less than seven days in advance to take advantage of discounted fares and secure the best fares using *MacNairPort* online travel tool.
- Lowest airfare must be selected in all instances unless the following scenarios impact the carrier, time or airport:
    1. Routing requires more than one additional interim stop each way;
    2. Routing increases one-way total trip time by more than 2 hours;
    3. Departure/arrival is more than 2 hours before or after requested time;
    4. Extra distance to an alternate airport is more than 60 miles AND savings is less than $250 round-trip for use of that airport.

- Up to two checked bags are reimbursable. Any additional checked bags are the traveler's personal responsibility unless approved in advance by manager. Overweight luggage is not reimbursable.
- Premium seating fees are not reimbursable. To avoid airline imposed premium seating fees if that is the only option available at check in, make sure to select your seat when booking your flight.
- *International Travel: Call MacNair directly to make reservations with an agent during regular business office hours (9:00 AM to 6:00 PM EST) at* ***703-836-1970*** *or* ***877-244-8735***

HOTEL Reservations

- Follow Joint Travel Regulations per diem requirements, specific to region and season.
- Confirm hotel reservations using *MacNairPort* online travel tool.
  - *MacNairPort will only hold hotel reservations, travelers must use a personal credit card or if applicable, an SRI issued corporate credit card when checking in and out.*

GROUND Transportation

- **Rental Cars:** Lowest available rate compact/economy car must be selected for on-airport locations. Travelers must refuel a car with standard (non-premium) unleaded fuel prior to return to avoid rental agency surcharges. All rental car gasoline must be supported by receipts. All potential drivers must be listed on rental contract.
  - Note: If traveler is not covered under personal insurance and is not an SRI employee, the traveler is responsible for purchasing appropriate state insurance coverage offered by the car rental agency. SRI will reimburse premiums for and up to the state minimum insurance limits for all authorized travel.
  - Note: Travelers are not to accept pre-pay fuel, GPS, or additional amenities offered by rental car service.
  - *MacNairPort will only hold rental reservations, travelers must use personal credit card or if applicable, the SRI issued corporate credit card when checking in and out.*
- **Personal Vehicles:** If a personal vehicle is used, mileage (not gasoline) is reimbursable at the JTR rate. If travelers choose to use their own vehicles in lieu of air travel, the maximum reimbursement is the lesser of the cost of standard air fare, rental car and gas or the mileage.
- **Taxicabs:** Taxi hire is reimbursable when:
  1. Public transportation, airport transfer service, and/or hotel courtesy transportation is not available or when time or other factors make these options impractical;
  2. Traveling to/from airports and the residence/hotel/office.

OTHER Expenses

- **Meals and Incidentals (M&IE):**
    1. Traveling on Corporate overhead cost, the actual receipts are reimbursable up to the Per Diem rate.
    2. Traveling on direct contract cost, Per Diem is reimbursable accordingly to the JTR guidelines.
    3. The M&IE rate include taxes and tips up to 15%. They are not reimbursed separately. Examples of incidental expenses are fees and tips given to porters, baggage carriers, bellhops, and hotel maids.
- **Dry cleaning/laundry:** For CONUS travel for 4 consecutive nights or more, dry cleaning/laundry is reimbursable up to $10/night. For example if you are traveling for 6 consecutive nights you may claim up to $60 dry cleaning/laundry expense with supporting receipts. OCONUS travel for 4 consecutive nights or more, dry cleaning/laundry is **not** reimbursable but is included in Per Diem incidentals.

Payment

- All flight reservations are billed to the SRI HQ corporate credit card.
- All hotel and rental car reservations are secured, but <u>not paid for</u>, using the *MacNairPort* online travel tool.
- Hotel, rental car, food, and other onsite travel expenses are to be paid by personal funds or if applicable charged to SRI issued corporate credit card.
- An expense report and accompanying receipts for all reimbursable personal expenses must be submitted and approved through the Deltek online expense tool.
- Non-reimbursable expenses include: alcoholic beverages, entertainment, personal hygiene items, clothing, air travel insurance, parking or speeding fines, meal tips exceeding 15%, any gratuities to bellhops or maids, or charges incurred because of indirect travel for personal reasons.

Cancellation

- <u>Traveler is responsible for all reservation cancellations.</u>
- <u>Any hotel no-show charges incurred are the responsibility of the traveler.</u> If sufficient cancellation notice was provided to the traveler by SRI management or the customer the charges are not reimbursable.
- Travel credits received as a result of cancellation are to be tracked by the traveler, reconciled with *MacNairPort* and utilized for future SRI travel.

SRI s Quality Approach

As an ISO 9001:2008 certified, CMMI Maturity Level 3 rated organization, SRI has established processes and procedures in place which, when consistently applied:

- Minimize errors, reduce the need for rework, and allow us to maintain low operating costs
- Ensure quality standards are maintained
- Deliver reliable services and support to customers

Process Improvements

SRI takes a proactive, forward leaning approach to quality management and continuous process improvement and welcomes process improvement suggestions from all SRI employees and consultants. If you identify process areas that could be improved, please direct your suggestions to SRI s Director of Quality Systems, Idriss Fofana at QMR@sri-hq.com

QMS Online

The full text versions of the processes and procedures that make up our quality framework—or Quality Management System (QMS) - are accessible via the Employee Portal on our corporate website at www.sri-hq.com.

B.0 SRI Travel Process

Purpose/Scope

- This procedure describes activities related to requesting, authorizing, finalizing, reporting and payment processing of SRI business related travel.
- This procedure applies to all travelers, hereafter referred to Traveler, who represent SRI and travel for SRI operations, contracts and customer requirements.

Before requesting travel expense authorization:

- ✓ Request the accounting charge numbers for travel expenses from the Program/Functional Area Manager.
- ✓ Receive and maintain a signed authorization from the contract representative, if the travel is contract/customer mandated.
- ✓ If applicable, verify contract funds are available for the travel.
- ✓ If applicable, verify credit card funds are sufficient to support the duration of travel.
- ✓ Obtain travel cost estimates using *MacNairPort* - www.*MacNairPort*.com

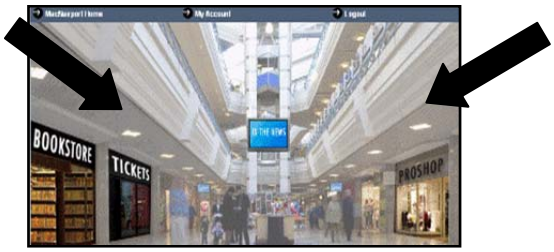
ACCESSING SITE FOR THE FIRST TIME

MacNairPort is an online Travel Management tool for managing travel profiles and booking business travel. All users must be pre-registered with *MacNairPort* to gain access.

Managers must email oasupport@sri-hq.com the new user profile request and provide the employee's name as it appears on government ID, date of birth and gender. The system will generate an email notification to the traveler when registration is complete.

Registered profile users, go to the **Log Into *MacNairPort*** section of the page.

- User ID: *business email address*
- Temporary Password: *will be emailed to you*
- Click **Login** to *MacNairPort*
- Go to the **PROSHOP** to activate your account and update the form with your personal travel preferences as well as your phone numbers.



- Click on **Change My Password**, to create a unique password. Remember to **SAVE** each page of your profile and log out of **PROSHOP**.

OBTAINING COST ESTIMATES AND BOOKING TRIPS

- Select **TICKETS** to access the online booking tool.
- Select **Flight** or **Train, Hotel** and/or **Car** if needed.
- Select **Trip Details** – round trip, one way, multi-destination and include departure and returning locations, dates and time.
- Select **Schedule** for schedule based searches, or **Price** for a fare based matrix and **Surrounding Airports** search option.
- Select the **Search by Price** option and check surrounding airports to compare pricing.
- Click **Search**.

Flight

- ***Schedule Search*** **-** Choose **Departing Flight** and **Returning Flight** using the **Select** button.
  - The system will display the fare for the original selection and then offer the user **Low Fare Options** which may include alternate airports and low-cost airlines.
  - Review the Low Fare Options and **Select** a flight in accordance with SRI Travel Guidelines.
- ***Price and Surrounding Airport Search*** **-** Select up to 3 surrounding airports near destination. Select roundtrip itinerary from the Fare Matrix.
  - If the lowest fare was not selected, a warning will be displayed and you will be required to select a valid reason, and need approval from manager.
  - Select flight and, if airline allows, review and select seating.

Hotel

- **Check-In/Out Dates** and **City or Airport Code** will be based on flight selection, but can be modified if needed.
- **Type of Search** includes searching for a hotel by: Address or City, Near an Airport, Negotiated Properties or Company Locations and other points of interest.
- View hotel locations on a map.

- Hotel options can be sorted by **Company Preferred** (if applicable), **Approximate Rate, Hotel Name** or **Distance**.
- To view rates, **Select** a hotel, review the **Rate Rules** and **Select** the **Price Per Night** to reserve the hotel room and continue with the booking.
- **Select** a hotel that follows the visiting location's Joint Travel Regulation (JTR) per diem rate.

Reminder – *hotel reservations are secured by MacNairPort. However, personal funds or SRI issued credit card must be used when checking in and out.*

Rental Car

- **Select** Pick Up Location – **At an Airport**. Rental dates and time will be based on flight selection, but can be modified if needed.
- Search options include, **Car size, Special Equipment and Preferred Car rental agencies**.
- Car options will be displayed by **Car Rental Company, Size of Car and Price**. SRI preferred rental car providers will be displayed first followed by other car rental vendors.
- Reserve car by clicking on the **Daily Rate** listed.

Reminder – *rental car reservations are secured by MacNairPort. However, personal funds or SRI issued credit card must be used when checking in and out.*

Reminder – *travelers are not to accept pre-pay fuel, GPS, or additional amenities offered by rental car service.*

Collect and retain cost estimates for your Expense Authorization submittal.

Tip: If you have a trip itinerary that you travel on frequently, you may use the function **Save as Template**, to easily and quickly recreate the same itinerary.

DO NOT CLICK "HOLD TRIP"!

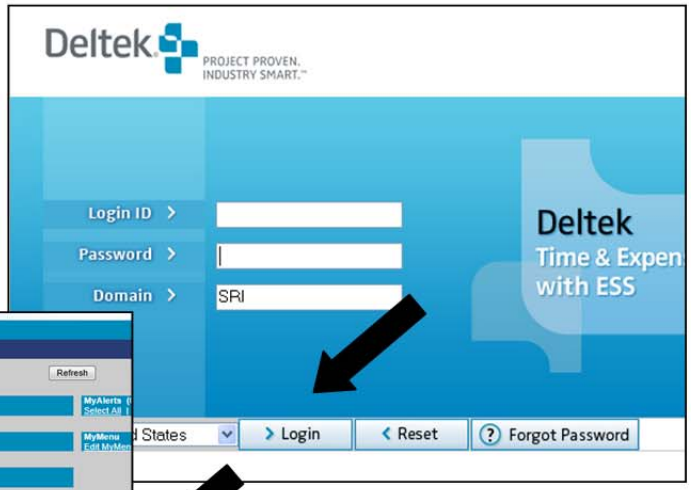
Trip is only held for 12 hours and a fee will be charged regardless if the trip is issued or not.

B.1 Request Expense Authorization – Traveler

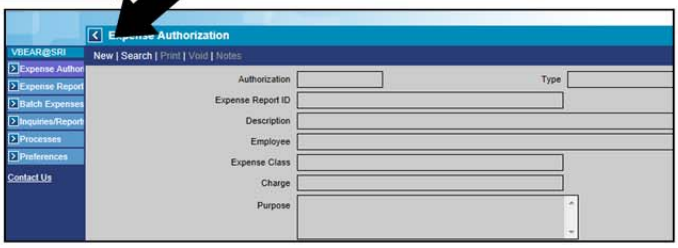
Traveler must:

- ✓ Request Expense Authorization in accordance with SRI policies, contracts and customer requirements, using Deltek online expense tool.

1. Go to **www.sri-time.com/DeltekTC/welcome.msv** and click on the link at the bottom of the page to log into SRI's Deltek Expense online tool.
2. Enter your Login ID, Password, and domain *SRI*. Click **Login**. NOTE: This is the same as the Timesheet online tool.
3. Select **Expense Authorization** from the left navigation menu.

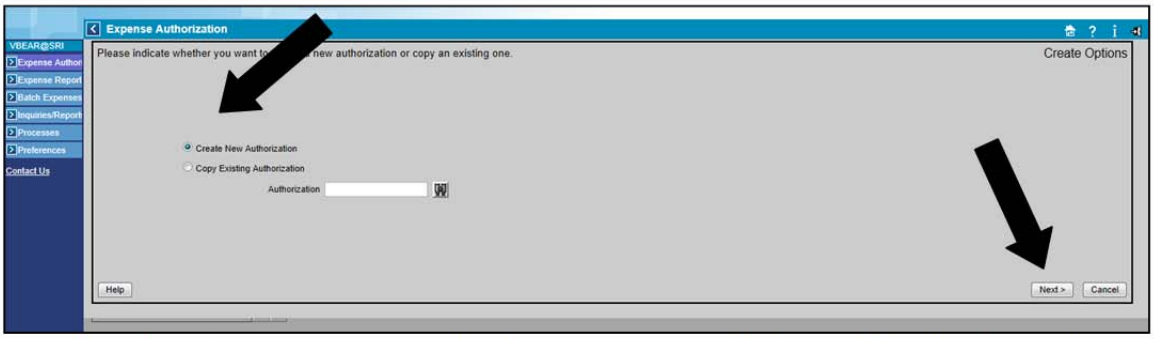


NOTE: the navigation menu is personalized and shows different menu links with each person.



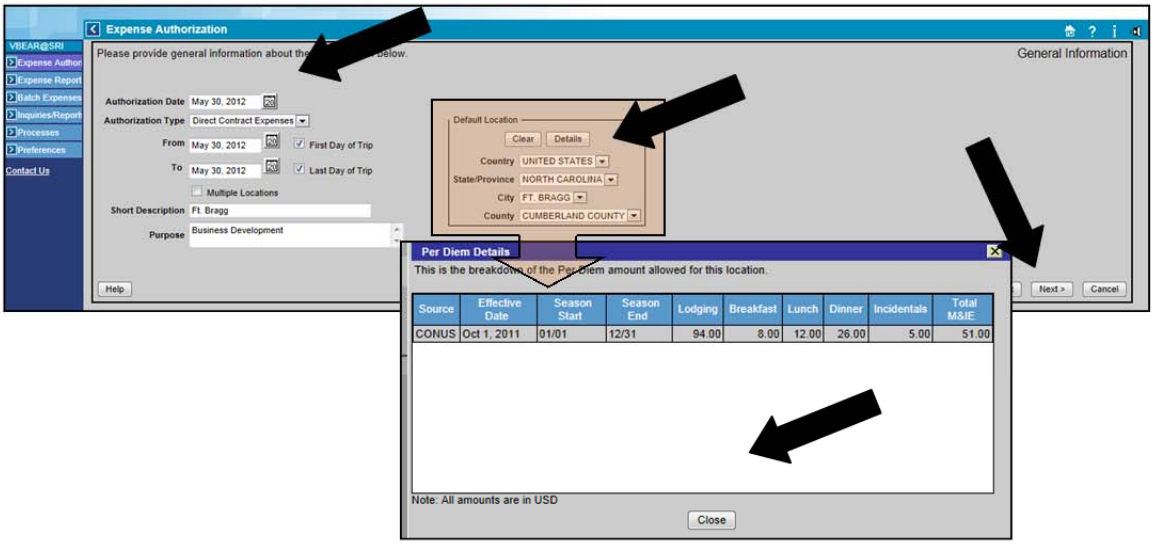
4. Select **New** to create a new Expense Authorization.
5. When prompted, select **Create New Authorization** and then click **Next**.

   The next page may take a moment to load.



6. Fill in the information required on the next screen. *NOTE: Fields in bold must be populated.*

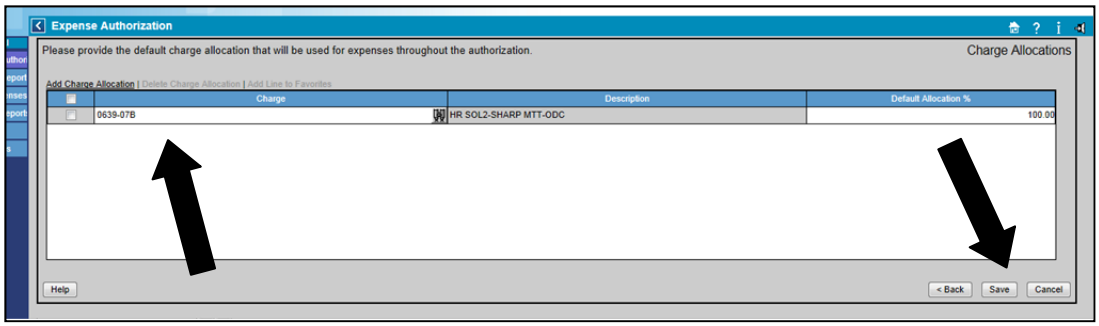
7. To view the per diem rates for the specified location**, select Details**. If you make a mistake, select **Clear** to erase and re-enter the data. When finished, select **Close** and **Next**.



8. **Enter** one <u>charge number</u> (XXXX-XXX) in the **Charge field** and then tab over. *NOTE: If you do not know what charge number to use, ask your supervisor.*

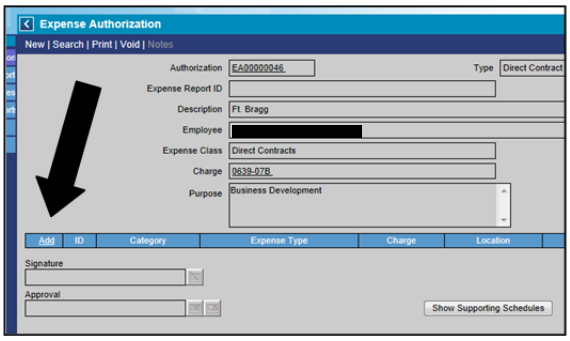
   If you travel on ***Indirect Expenses*** (Corporate overhead personnel), use 6XXX-XXX or 7XXX-XXX.

9. Verify that the description field is correctly populated. *NOTE: The allocation should always be 100%.*



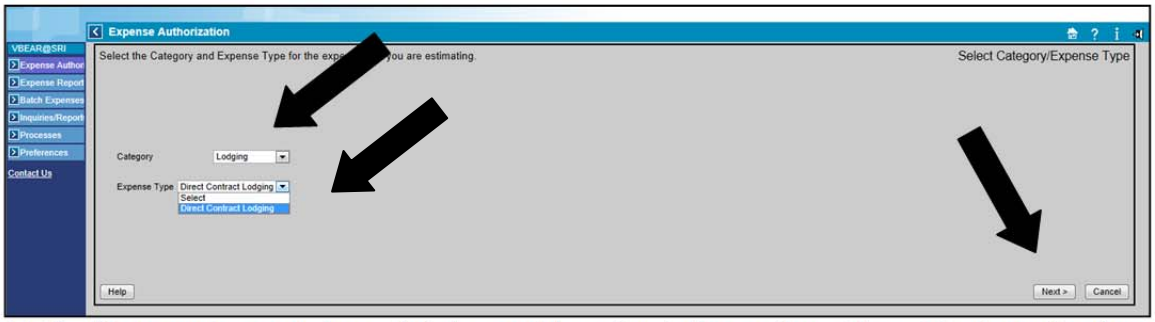
10. Click **Save** to save the shell created.

11. Click **Add** to populate an expense column.



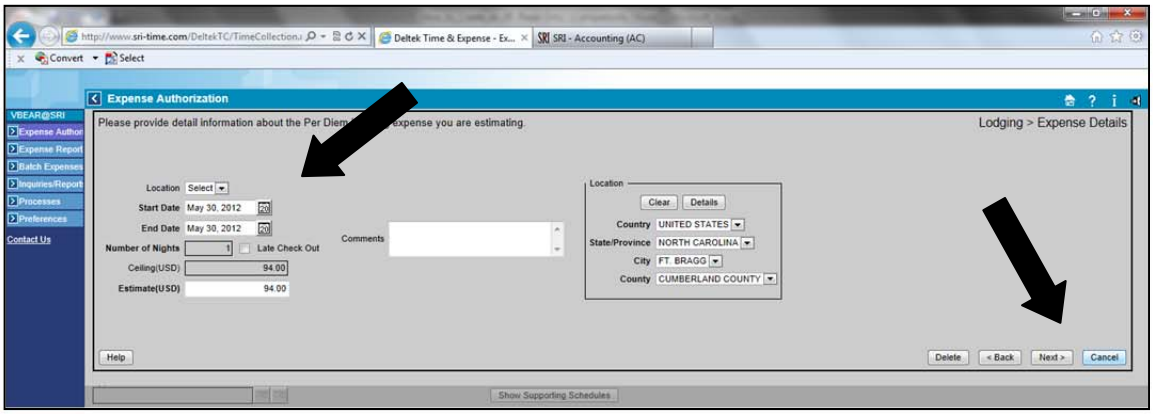
12. Select the appropriate **Expense Category** using the drop down menu.

13. Select **Expense Type** from the drop down menu and click **Next**.



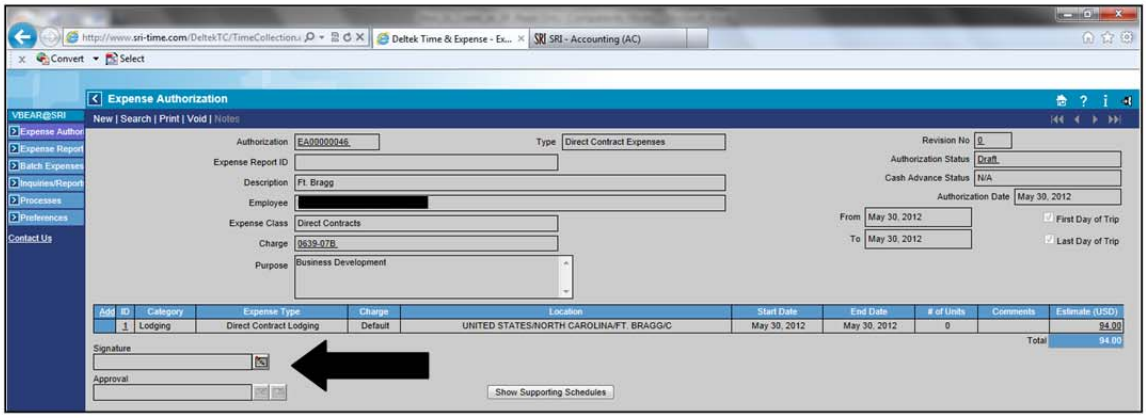
14. Verify or update number of nights and location information. *Note: The **Location** box will remain **Select** as you will only be traveling to one location at a time.*

15. Enter **Expense Estimate** and any comments if needed. Click **Next**.



16. **Repeat Steps 11-15** to add additional expenses until all expense categories have been entered.

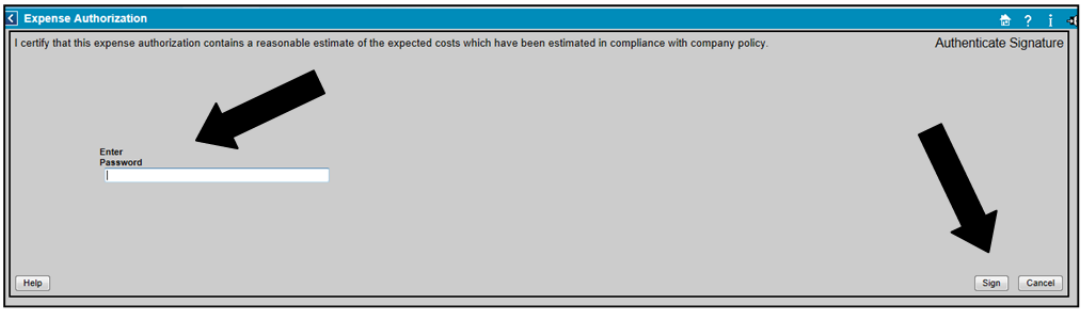
NOTE: Make sure ALL anticipated travel expense categories such as flight, lodging, meals, mileage, rental, baggage fee, etc. are included.



17. Once all estimated expenses have been entered, click **Signature box** and enter password to submit for manager approval.

18. Click **Sign** to authenticate your signature and process the travel authorization.

19. Your request is sent to your manager for review and approval/rejection.

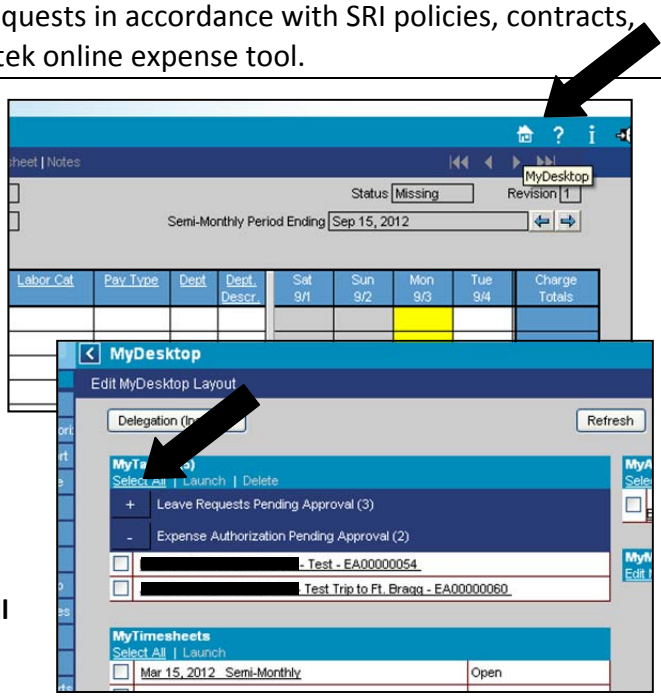


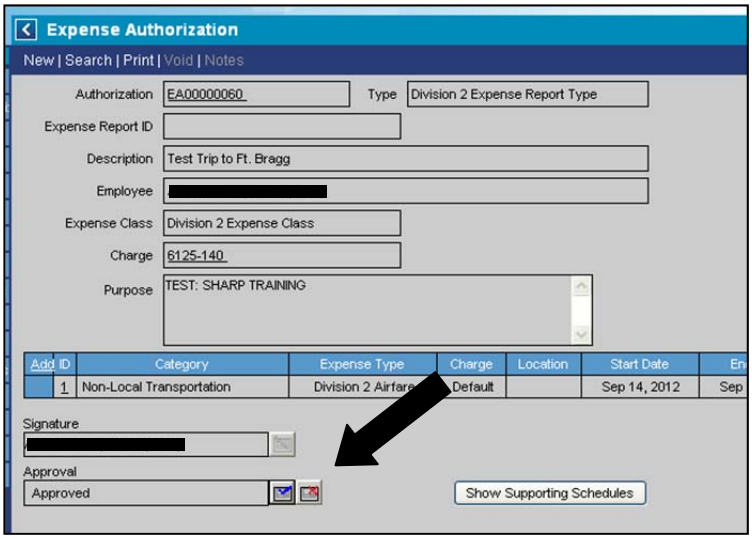
B.2 Approve/Reject Expense Request – Manager

Managers must:

- ✓ Review the online Travel Authorization for accuracy.
- ✓ If the travel is contract/customer mandated, maintain a signed authorization from the contract representative and verify that contract funds are available for the travel.
- ✓ Approve/reject Travel Authorization requests in accordance with SRI policies, contracts, and customer requirements, using Deltek online expense tool.

1. Login to Deltek Time & Expense
2. Click the Home icon at the top right to access your Desktop view.
3. Click the ***"+"*** next to **Expense Authorization Pending Approval** and click on the employee's name needing approval. A window will appear and then click **Launch.**
4. Review and confirm all expense information to include **Expense Class, Charge Number, Duration of Trip and all planned expenses**. *NOTE: The Expense Authorization must contain all planned trip expenses to include baggage fees, tolls, etc.*
5. If approved, click the **Blue Box** next to the approval block at the bottom of the screen. If it contains errors click the red **"X"**.
6. Travel Authorization approval and number is generated and sent to traveler.





B.3 Finalize & Manage Travel Arrangements www.*MacNairPort*.com

Traveler must:

- ✓ Use the required Travel Authorization number generated from Deltek online expense tool to finalize and manage all travel arrangements through the *MacNairPort* online travel tool.

Login to *MacNairPort* and follow the steps outlined in the *OBTAINING COST ESTIMATES AND BOOKING TRIPS* section.

CONFIRMING BOOKINGS

- Review the **Company Announcements** at the top of the **Review Trip Details** page for information pertaining to booking such as the fare restrictions of requested flight reservation.
- Review **Traveler Information** and verify the information is complete and accurate.
- Select the designated card in the **Flight Billing Information** section on the **Billing Information Page**.
- Enter the required **Travel Authorization** number which is generated from the approved Deltek Travel Authorization.
- After reviewing all information on the **Billing Information** page click on **Purchase Trip.**

ELECTRONIC INVOICE

An email confirmation will be sent immediately from *GetThere* confirming the reservation has been made. *Virtually There* will send an email confirmation after the booking is reviewed and ticketed.

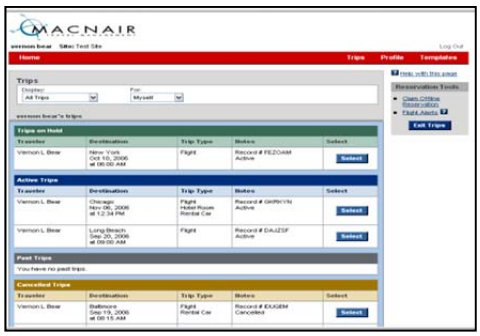
To access invoice and/or e-ticket receipt:

- The day after making the reservation, bring up the emailed confirmation, click on the link (in blue) and open your itinerary.
- On the left margin at the top, double click on **eTicket** receipt or **eInvoice**.
- This will open up the invoice or receipt page.
- Print/save and submit with expense report.

LIVE ITINERARY ON YOUR MOBILE DEVICE

- If you have a smart phone device, download the **TRIP CASE** application and establish an account. Through your *Virtually There* link in your email confirmation, click on **Add to TRIP CASE** to manage your travel itinerary and live flight status via mobile.

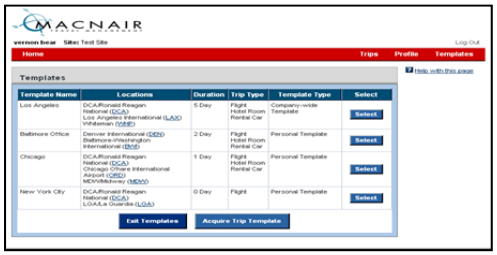
ACCESSING PREVIOUS BOOKINGS



- Login to *MacNairPort* and click **Tickets** in the MacNair Concourse, then click **Trips** on the red navigation bar to access current or past dated trips.
- Click **Select** to view or change the booking.
- Make any desired changes to air, car and/or hotel booking.
- Click **Cancel Trip** to cancel trip. Cancellation fees may apply. *Note: Traveler is responsible for unapproved cancellation and/or change fees.*

USING TEMPLATES

Templates can be created to quickly book repeat trips including air/hotel/car options. There is no charge to create a template.



- To create a template – enter a *Template Name* in the **Trip Templates** area of the *Review and Modify Trip* page, *Traveler Information* page, or the *Billing Information* page.
- To use a template – click on **Templates** on the navigation bar, select the **Template Name**, and enter the new dates of the trip and **Price Itinerary**. Proceed with completing booking.

ASSIGNING A TRAVEL ARRANGER (someone who may complete travel arrangements on your behalf)

- Click **TICKETS** to enter the booking tool.
- Click **Profile** on the red tool bar.
- Click on **My Arranger**, then **Add** a travel arranger
- Enter the first and last name of the person to designate. Note the travel arranger must already have a profile in the system.
- Then, **Add** the arranger
- When the travel arranger logs into *MacNairPort*, the arranger will see a list of travelers who have selected the arranger to book their travel.

GETTING ASSISTANCE

Technical Support

- Click on **Help** or the **?** icon to access online help.
- Email MacNair Travel at *MacNairPort*@macnairtravel.com or call MacNair Travel during regular business office hours at 866-703-0396 with questions or suggestions.

Travel Support

- During regular business office hours (9:00 AM – 6:00 PM EST) call **703-836-1970** or **877-244-8735**
- After hours emergencies only call: **877-638-0697, ID# S1HF0** *(fee generating)*
  For example: When travel changes are required while in route and that the traveler cannot manage without support.

B.4 On Travel – Traveler

While on travel, traveler must:

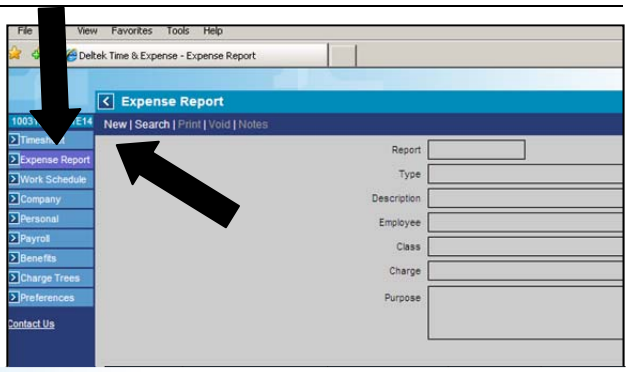
- ✓ Comply with SRI policies, contract regulations, and Joint Travel Regulations.
- ✓ Adhere to SRI's Code of Business Ethics & Conduct and professional appearance guidelines.
- ✓ Collect and maintain all travel receipts and supporting documents for reporting purposes. *Any charges reported and claimed without a receipt will be treated as a personal expense and will not be reimbursed.*
- ✓ If applicable, manage corporate credit card transactions and available balance.

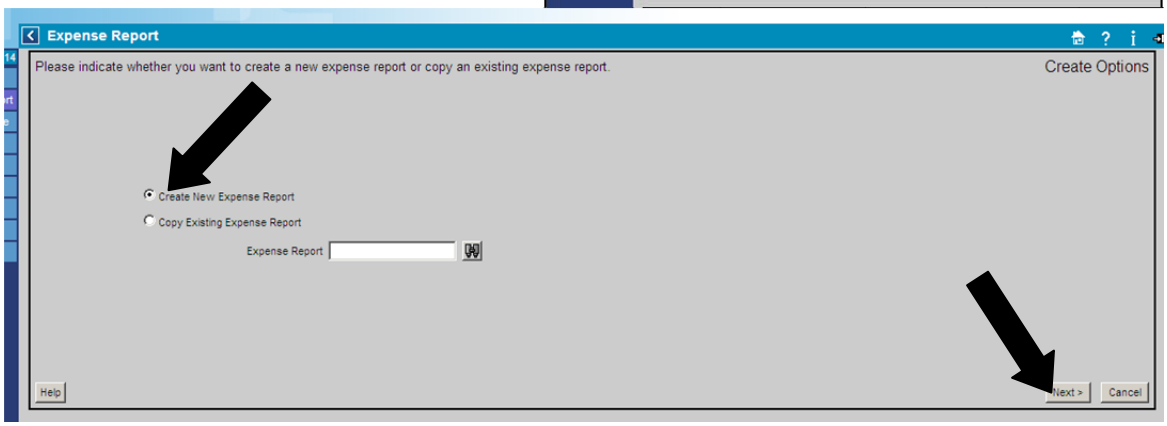
B.5 Submit Expense Report – Traveler

Traveler must:

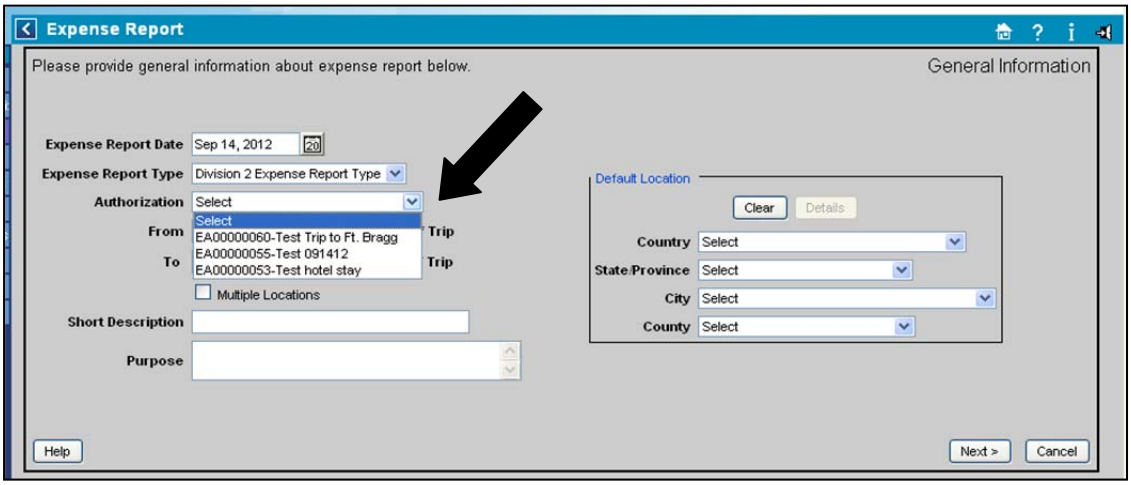
- ✓ Complete and attach all expense receipts and submit an electronic Expense Report through Deltek online expense tool to the manager for review and approval within three business days of travel completion.
- ✓ If applicable, complete and submit a Trip Report Form (OA6-1B) and business cards to Trips@sri-hq.com.

1. Log into the Deltek Expense online tool. URL: www.sri-time.com
2. Select **Expense Report** from the left navigation menu.
3. Then click **New** to create a new report.
4. Click **Create New Expense Report** then click **Next**.

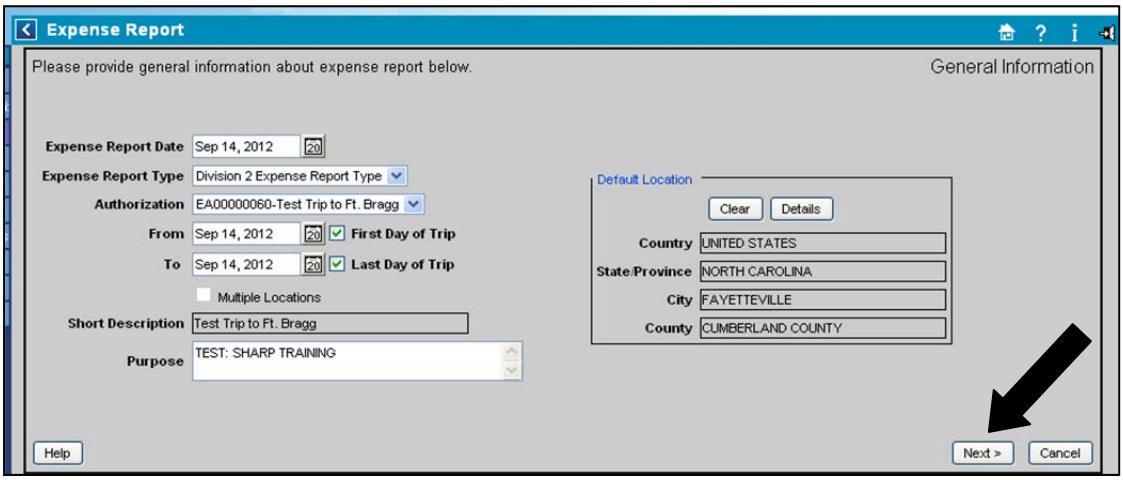




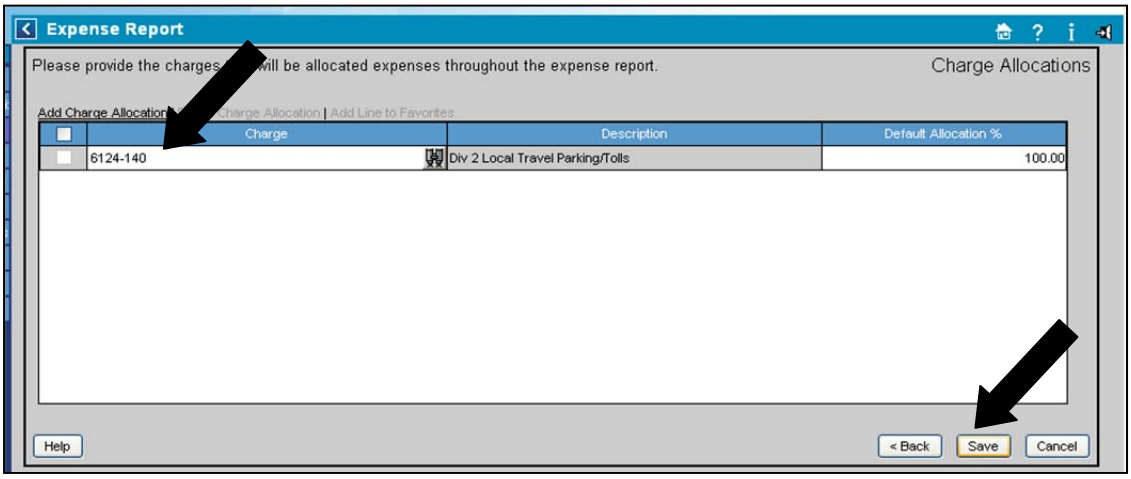
5. Select the appropriate approved **Authorization** for the trip to generate the basic travel information previously entered. *NOTE: Every Expense Report requires an Expense Authorization to complete.*



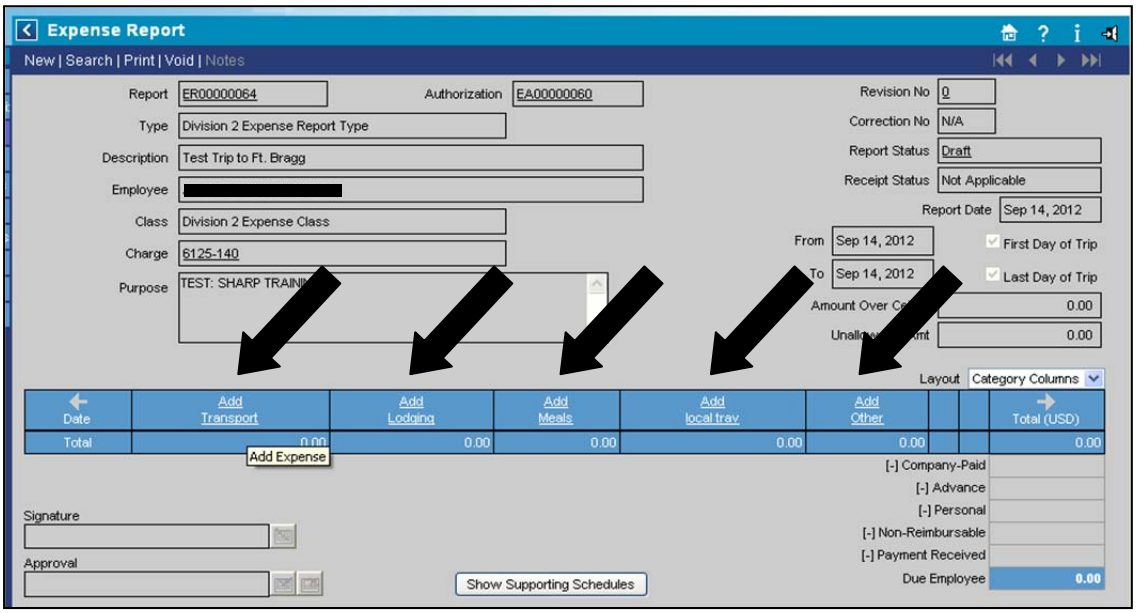
6. Verify populated information and click **Next**.



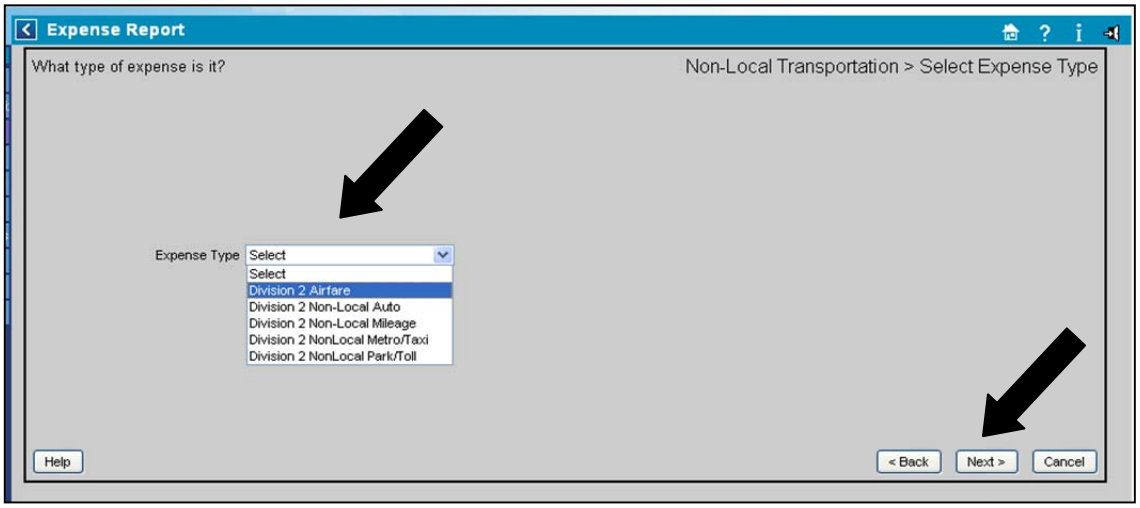
7. Verify **Charge Allocation** code and click **Save**.



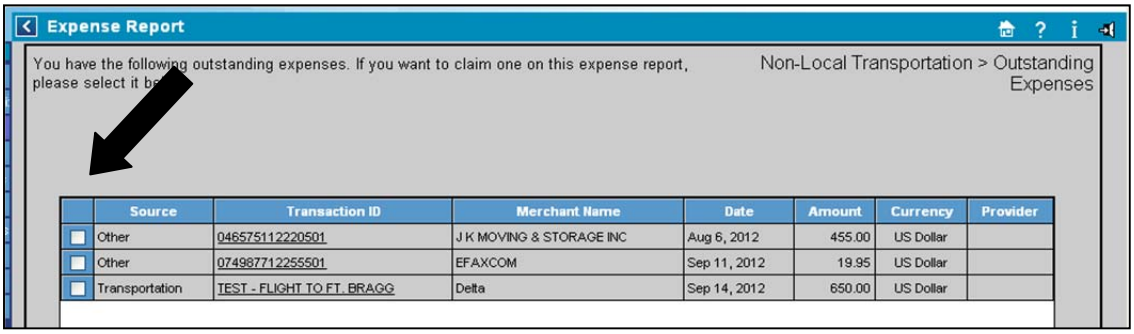
8. Click **Add Transport, Add Location, Add Meals, Add Local travel** and **Add Other** to add all travel expenses.



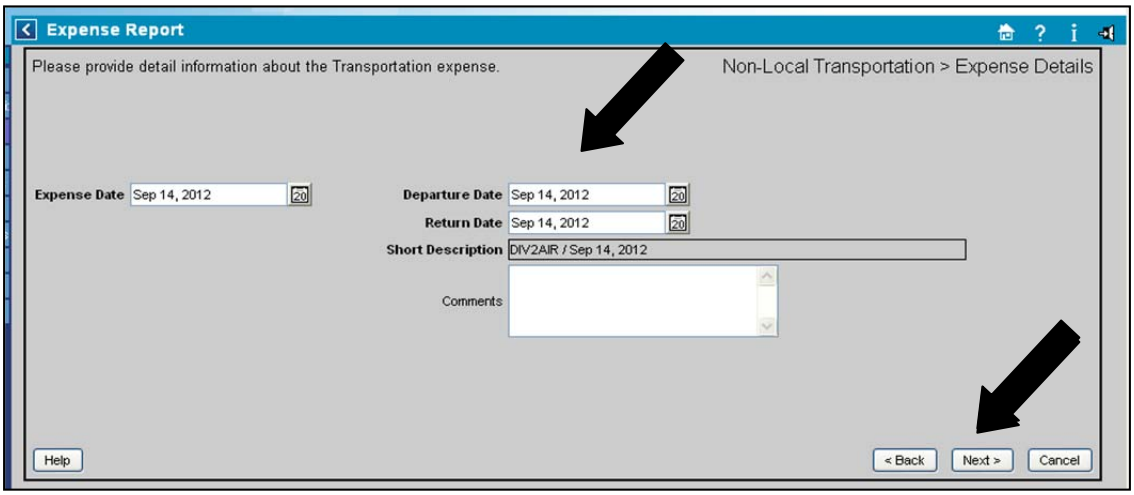
9. Select **Expense Type** and click **Next**.



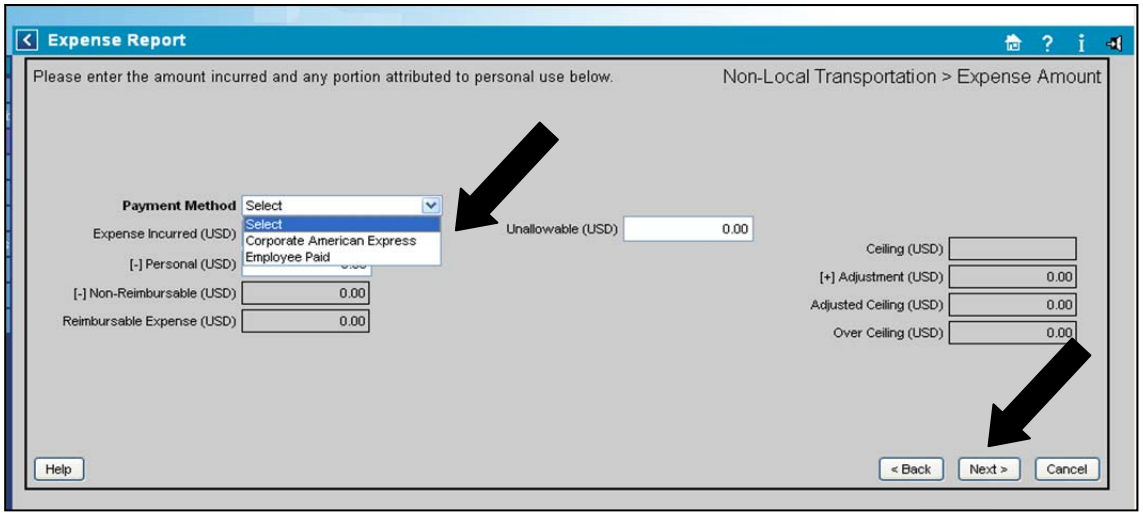
10. If you have a SRI issued credit card, check to claim the prepopulated transaction(s) that belong(s) to the trip click **Next**. If not, bypass by clicking **Next**.



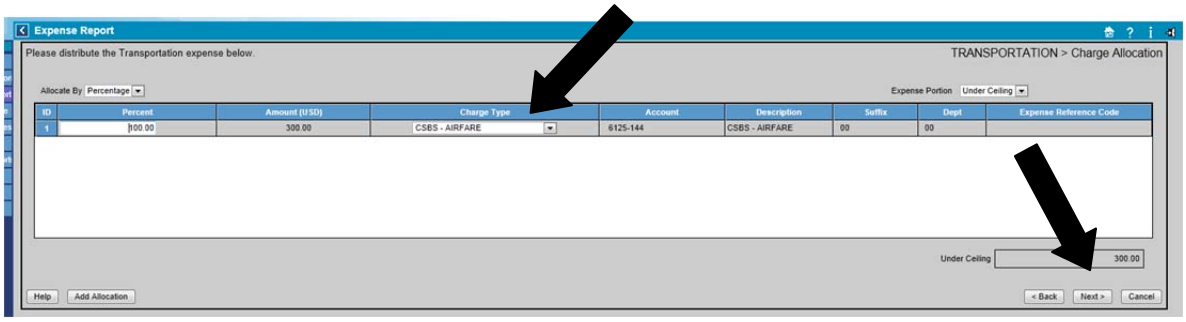
11. Verify and/or change the dates if needed and click **Next**.



12. Enter or verify the method of payment and amount paid, then click **Next** to continue.



13. Select **Charge Type** that is being used, then click **Next**.

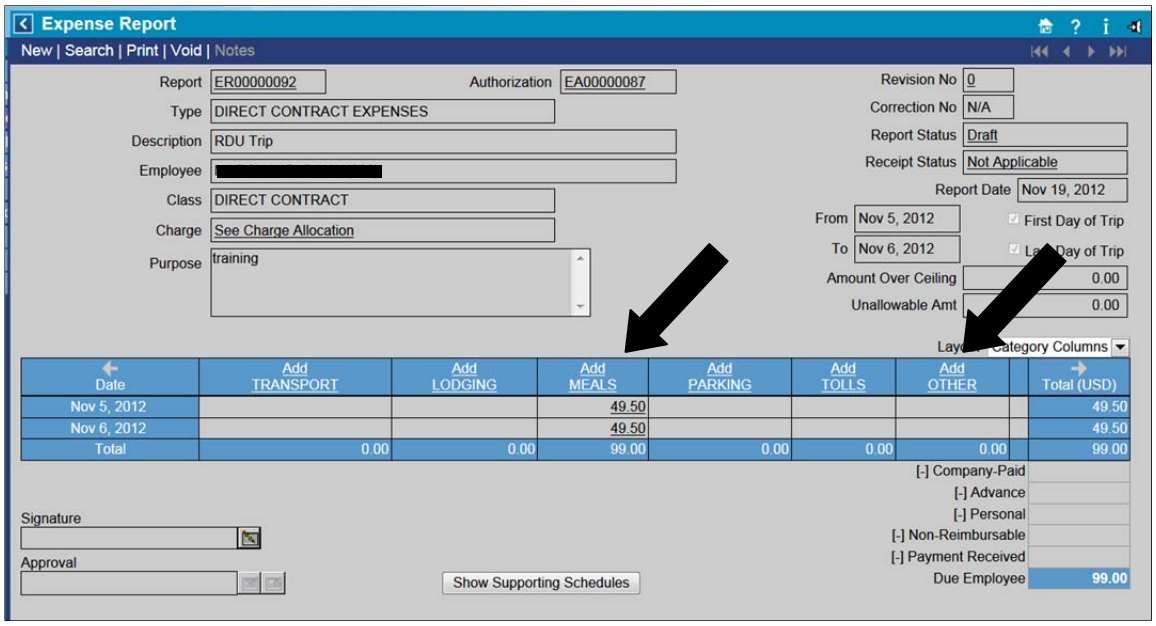


14. Verify the summary of the charge allocation and click **Save**.

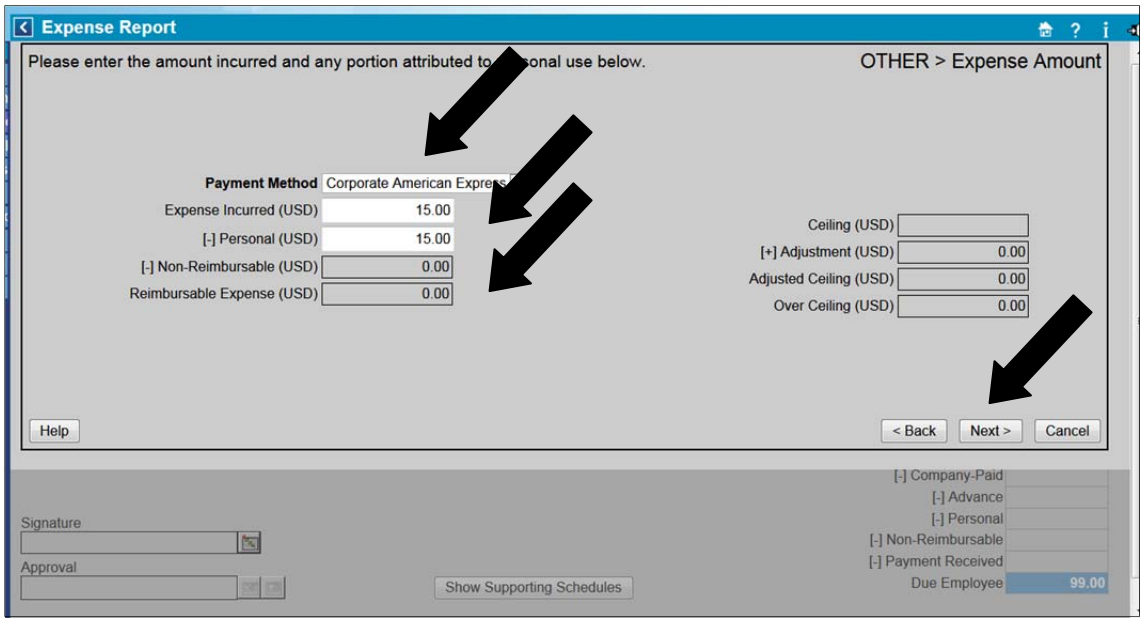
15. Repeat Steps 7-10 to add additional expenses until all expense categories have been entered.

16. For direct contract expenses that are eligble for Per Diem reimbursement AND are using Corporate AMEX card to charge for meals:

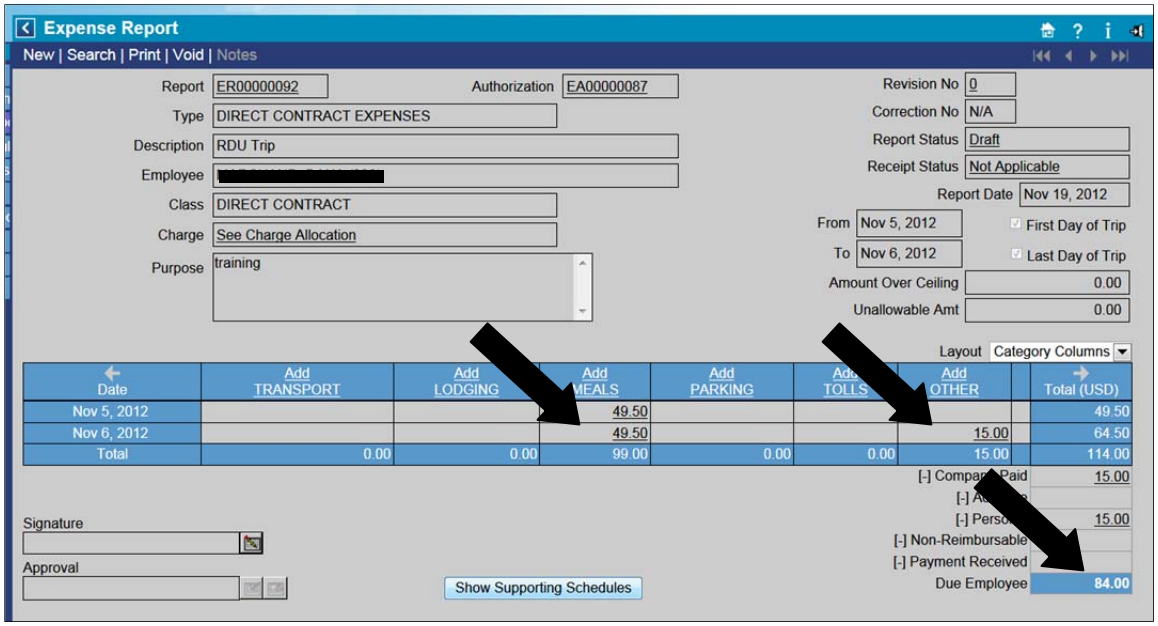
    a. Click **Add MEALS** to include Per Diem for the travel.



    b. Click **Add OTHER** to add each meal charged to the Corporate AMEX card.



    c. Select the **Corporate American Expense**, add the total amount in **Expense Incurred** AND **Personal**, resulting in $0 amount **Reimburable Expense.** Then click **Next**.

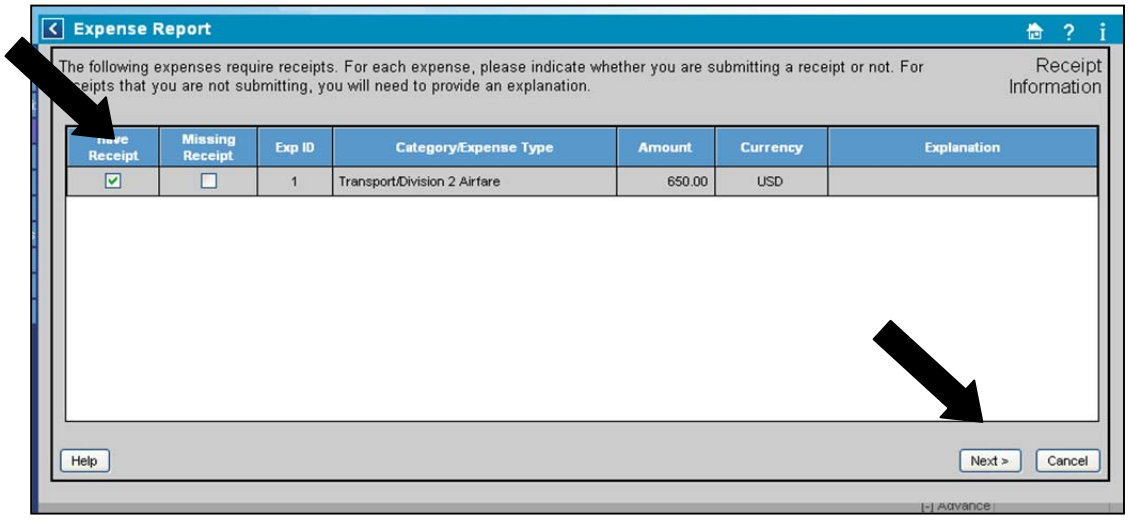


Note: The Per Diem is listed as reimbursable. All meals charged to the Corproate American card will be deducted from the Per Diem amount.

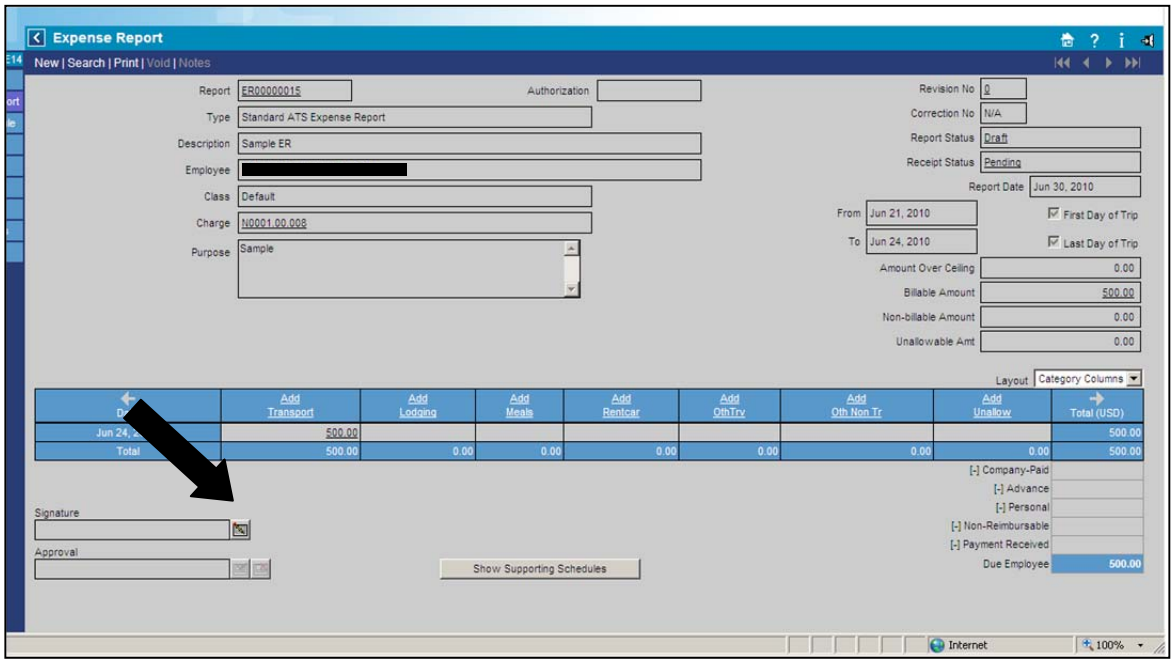
17. Click **Signature icon**.

18. Confirm if you have or are missing receips by clicking the appropriate box and click **Next**.

Note: If receipt is missing a valid explanation must be provided for the manager's approval/rejection consideration. Any charges reported and claimed without a receipt will be treated as a personal expense and will not be reimbursed.



19. Enter password and click **Sign**.



20. Click **Yes** to print receipt.

21. Click **Show Supporting Schedules** to upload all receipts electronically.

22. Scroll down to the Receipt Status section and click **Load Images** and follow the prompts to attach the file. *NOTE: All receipts must be saved as* ***one pdf file*** *for submission.*

NOTE: The Expense Report will not be completed and sent for manager's approval without uploaded receipts.

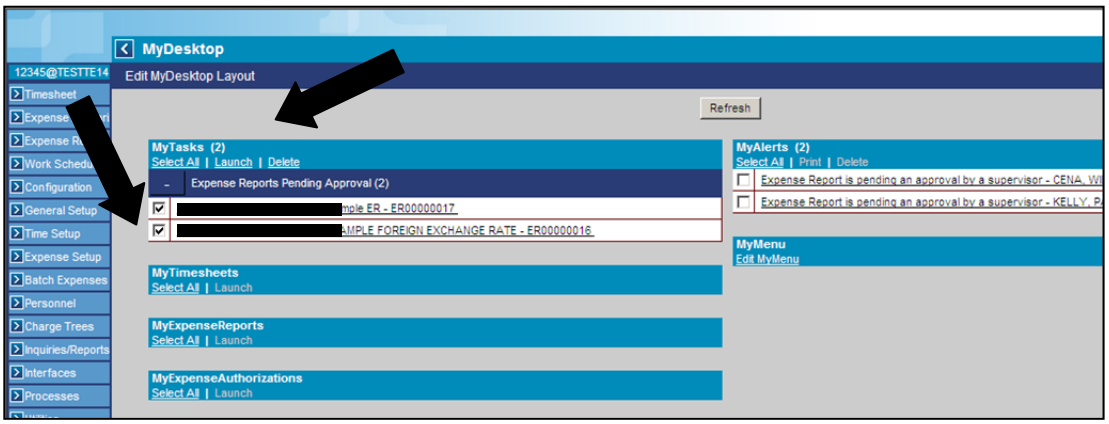
NOTE: If lost receipts and American Express charges are not claimed consistently, the privilege of utilizing the system and American Express card can be revoked.

B.6 Approve/Reject Expense Report – Manager

Manager must:

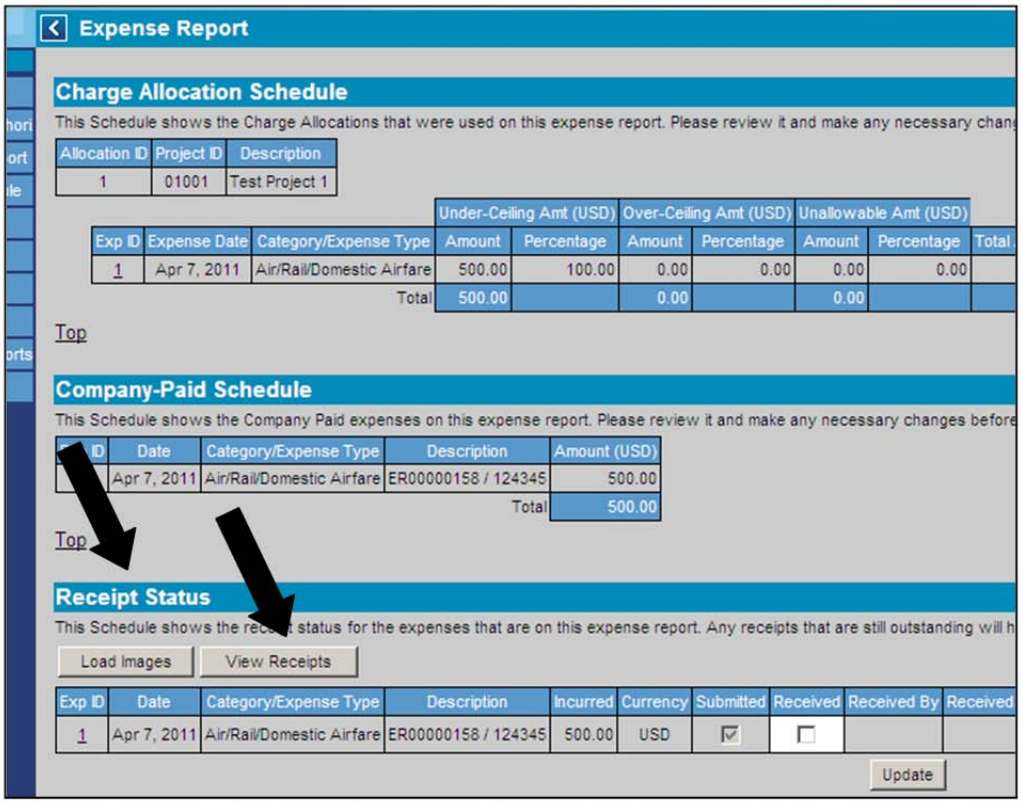
- ✓ Review the online Expense Report for accuracy.
- ✓ Verify attached receipts and expenses are in compliance with requirements.
- ✓ Approve/reject the Expense Report in accordance with SRI, policies, contracts and customer requirements, using Deltek online expense tool.
- ✓ Confirm that the actual expenses are within +/- 10% of the estimated and authorized travel expense and provide feedback on estimate accuracy for better planning and effective resource utilization.
- ✓ Manage expenses to budgets assigned not to exceed budget.
- ✓ If applicable, verify that all credit card transactions have been allocated.

1. Log into the Deltek Expense online tool and click **Home** icon to access desktop layout.
2. When expense reports are ready for approval, a task appears on the manager's desktop: **Expense Reports Pending Approval**.
3. Click the "+" next to **Expense Reports Pending Approval** from the manager's desktop, click on the **Expense Report(s)** you wish to review and then click **Launch**.



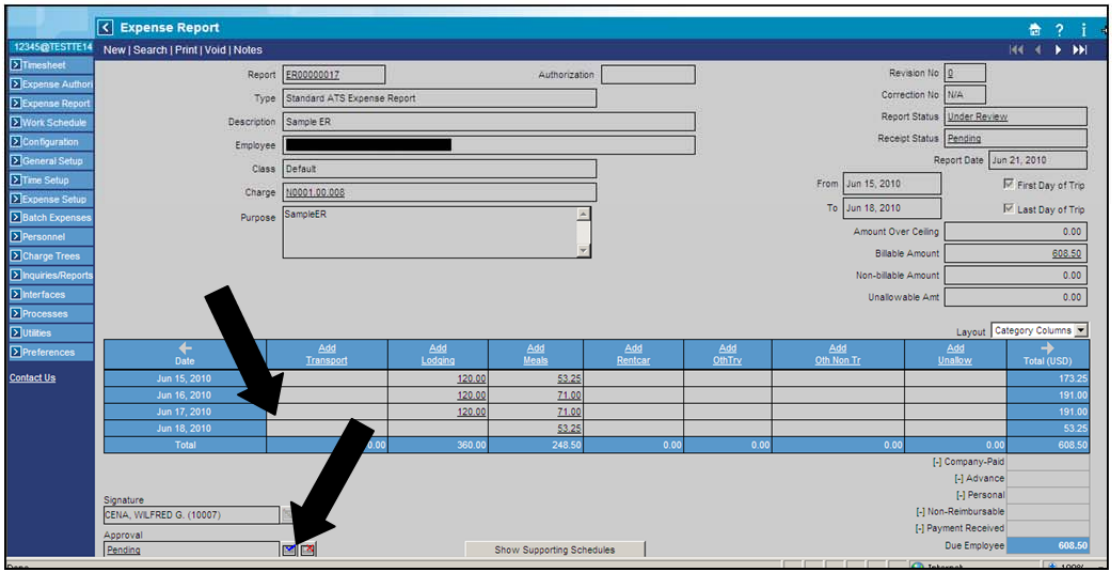
NOTE: You may select more than one expense report at a time.

4. Carefully review the expense report for accuracy.
5. Click button to **Show Supporting Schedule** and scroll down to the **Receipt Status section**.
6. Click **View Receipts** to verify the attached receipts support all expenses reported. Close file after viewing it. If acceptable, check **Received** for each expense and then **Update**. *NOTE: The Expense Report cannot be approved without checking the Received receipts.*



7. Click **Approve** (blue box) or **Reject** (red box) and enter password when prompted.

NOTE: If you have selected more than one expense report during Step 2, the next report automatically appears in the review window following your approval/rejection action.



8. Traveler and Accounting will receive a Status of the Expense Report notification alert of the Approval/Rejection.

B.7 Process Expense Payment – Accounts Payable Rep.

Accounts Payable Representative must:

- ✓ Review the Approved Expense Report for accuracy.
- ✓ Verify attached receipts and expenses are in compliance with requirements.
- ✓ Approve/reject the Expense Report in accordance with SRI, policies, contracts and customer requirements, using Deltek online expense tool.
- ✓ Confirm that the actual expenses are within +/- 10% of the estimated and authorized travel expense.
- ✓ If applicable, verify that all credit card transactions have been allocated.
- ✓ Process and reconcile all completed and submitted travel expense reports.
- ✓ Maintain payment records.
- ✓ If applicable, process Traveler reimbursement or funds due to SRI and/or Vendor payment.
- ✓ Barring any error, issue payment within 21 business days of receiving the approved Expense Report notification from Manager and expense report is marked **Processed**.

C SRI Issued Credit Card Policy

Purpose/Scope
It is Strategic Resources, Inc. (SRI) policy to provide designated SRI employees or consultants who represent SRI and regularly incur travel expenses a corporate credit card in order to:

- Lessen individual financial burden.
- Provide a reasonable level of security, flexibility, and service.
- Effectively manage and control expenses.

The purpose of this policy is to ensure employees/consultants who receive and utilize corporate credit cards have a clear understanding of:

- The policies and procedures for purchases and travel expenses incurred on SRI's behalf.
- Their responsibility to clearly document and efficiently report charges.
- Procedures for monitoring and responding to unauthorized, inappropriate, or fraudulent charges.

This policy applies to all frequent travelers, hereafter referred to Traveler, who represent SRI and travel for SRI operations, contracts, and customer requirements.

The qualification and issuance approval of an SRI issued credit card is at the sole discretion of SRI's President.

Traveler must agree to the following:

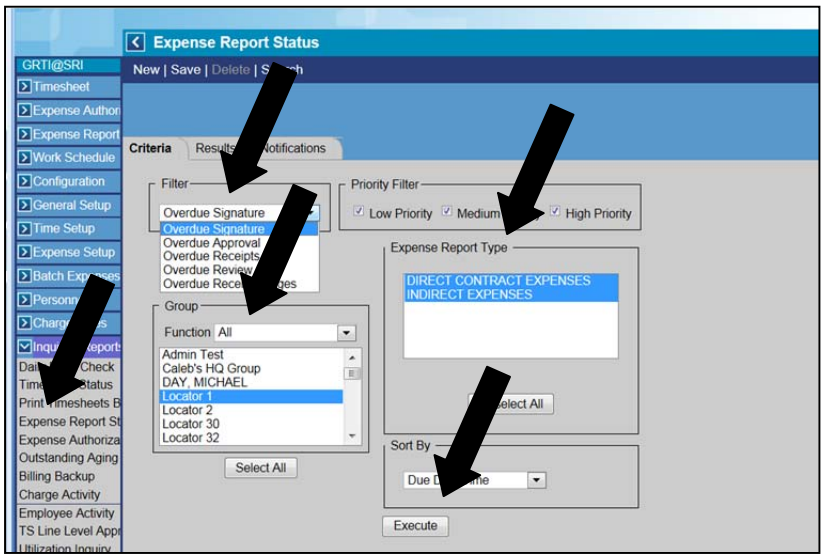
1. The credit card must be used solely to pay for specific SRI business travel expenses, such as hotel, rental car, gas, parking, taxi, meals, and other authorized out-of-pocket travel expenses.
2. Flight, lodging, and rental car reservations must be made thru *MacNairPort* online travel tool. Flight expenses will be charged to the SRI HQ corporate credit card. Lodging and rental car reservations must be made to the SRI issued corporate credit card.
3. If traveler is not covered under personal insurance and is not an SRI employee, the traveler is responsible for purchasing appropriate state insurance coverage offered by the car rental agency.
4. The credit card must be used solely for the cardholder's travel expenses and must not be used to pay for another traveler's expenses.
5. Under no circumstances should the credit card be used to charge or guarantee any personal expenses or charges. Doing so constitutes violation of SRI s corporate credit card policy, individual Employment/Consultant Agreement, and company standards of conduct. In the event of an unauthorized use for any reason, traveler will be responsible for reimbursing SRI for the full amount of the unauthorized charges within the same billing cycle.

6. Any misuse of the credit card, including unauthorized, inappropriate, or fraudulent charges of any kind and for any reason, constitutes a violation of the policy and agreement and is a violation of SRI standards of conduct that may result in immediate cancellation of the card and disciplinary action up to and including termination of employment/consultancy or pursuit of legal recourse, if necessary.
7. It is the traveler's responsibility to manage credit limits and spending in preparations for upcoming travel needs and monthly credit card payment cycle on the 28th. Limits are established on an individual bases and may not be able to changed or increased.
8. It is the traveler's responsibility to register the card online for access to the most recent charges and balance.
9. The traveler must comply with SRI s documentation and reporting procedure as follows:
    - No later than 3 days after completion of travel, an Expense Report must be completed with receipts for ALL expenses.
    - Credit card expenses without supporting receipt will be declined, classified as unauthorized cost, and deducted from traveler's reimbursement.
    - Expenses will be reviewed for calculation accuracy, policy compliance, business purpose, justification of expense, charge number allocation, and proper supporting documents and receipts. Provided that all expense documentation is in order, SRI will reimburse expenses.
10. SRI is responsible for paying all authorized expenses on the invoices. However, SRI assumes no obligation to pay expenses that are NOT in compliance with policy, law and regulations. If unauthorized charges are made and are not reimbursed or recovered by the employee/consultant's reimbursements, Credit Card Company will assume collection of the funds directly from the traveler.
11. SRI may review and investigate any charges or billings connected with the corporate credit card without the traveler's consent and the traveler should have no expectation of privacy concerning what should be business expense charges. As such, Traveler must agree to cooperate with any such review or investigation.
12. In the event employment/consultancy with SRI ends, Traveler will surrender corporate credit card. In addition, any unauthorized transactions posted to the account following termination will be withheld from final compensation.
13. The aforementioned policy and procedures may change at any time at the discretion of SRI's President.

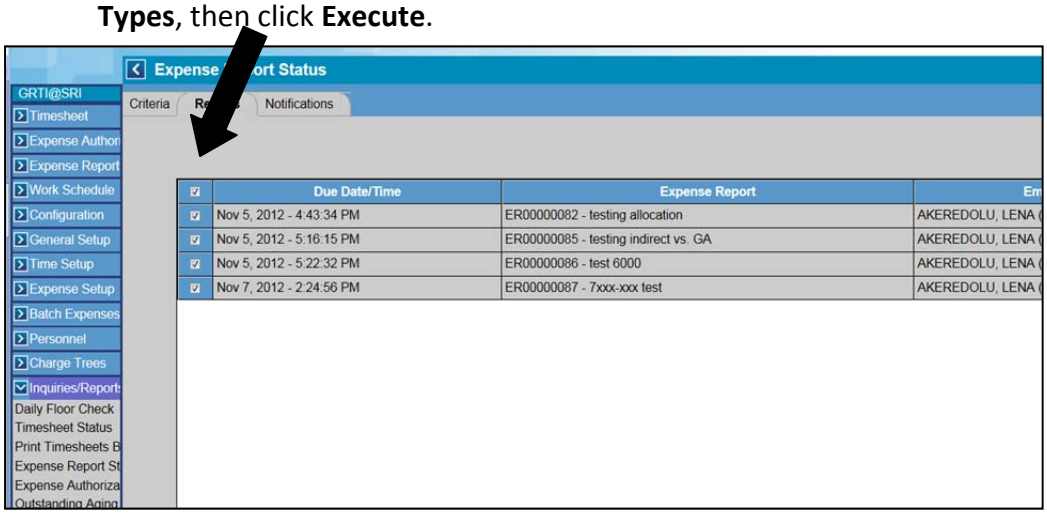
D.0 Useful Monitoring Reports – Manager

INQUIRIES/REPORTS

Expense Authorization Status and Expense Report Status: To review the status of Expense Authorizations and Expense Reports – give special attention to the Filter Dropdown options.

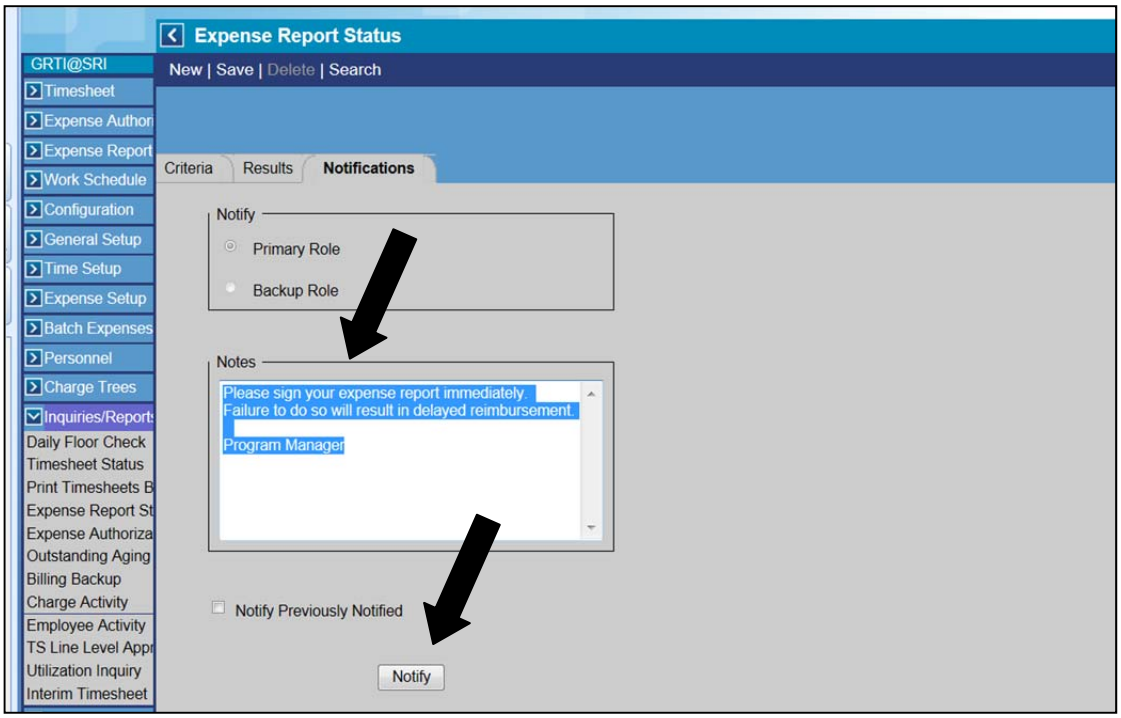


1. On the left navigation menu, select Inquiries/Reports, and then click on **Expense Authorization** and/or **Expense Report Status**.
2. Select the desired **Filter option**, then select your **Group**, select the **Expense Report Types**, then click **Execute**.

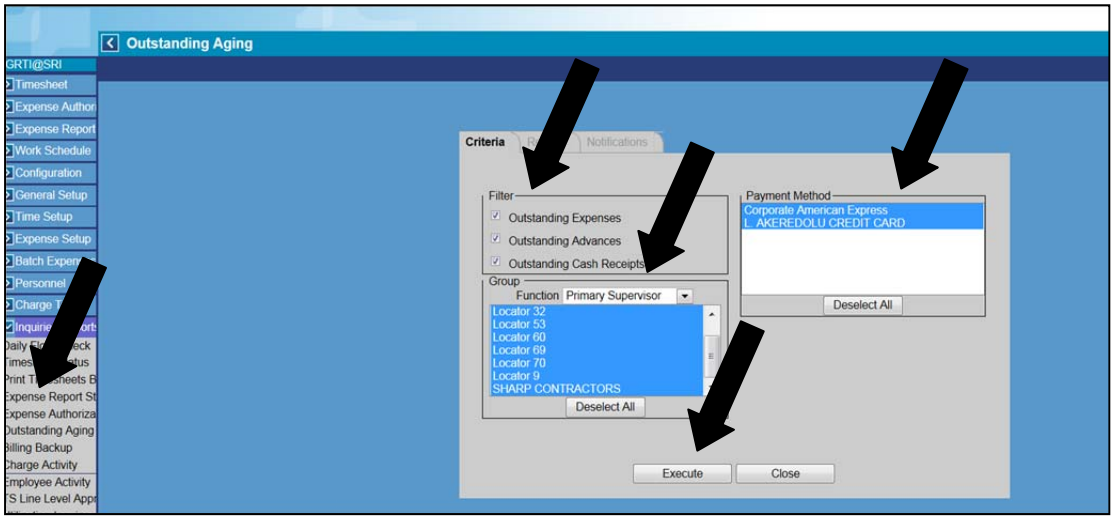


3. You will then be directed to the Results screen as noted above. Check next to each employee Expense Report that you would like to view or send a notification.
4. Click the **Preview/Print** button at the bottom of the screen to view and/or print a copy. Or click the **Notification** tab at the top.

5. Type a message in the **Notes** box to send to each selected employee from the previous screen. Once the message is completed, click the **Notify** button.



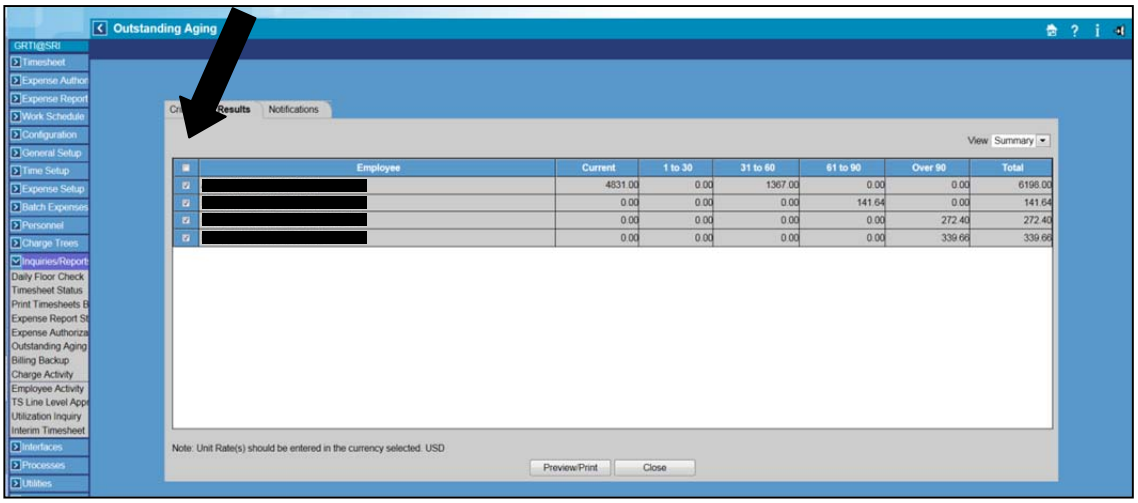
Outstanding Aging: To monitor charges made to the traveler's American Express card that have not been claimed on an Expense Report.



1. On the left navigation menu, select **Inquiries/Reports**, and then click on **Expense Report Status.**

2. Select your **Filter** options, highlight your **Group**, and then highlight the **Payment Methods.**

3. Click **Execute.**

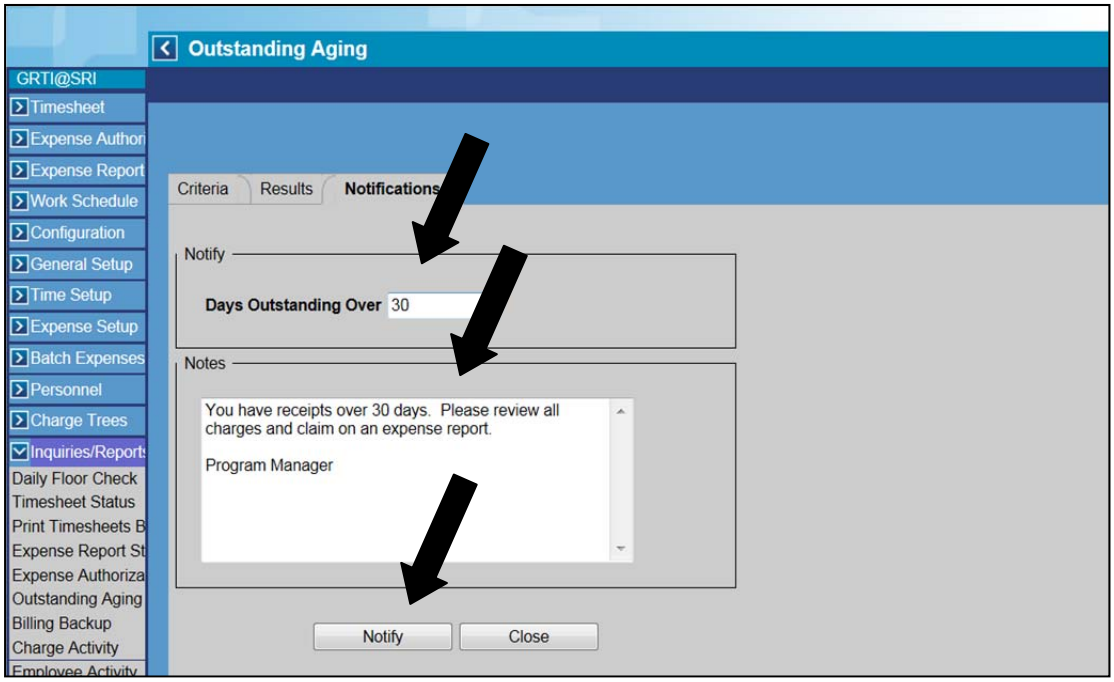


4. The results show the status of any employee with American Express charges not claimed on one of their Expense Reports.

   Note: Supervisors must follow up with these employees to ensure all charges are properly accounted for. Failure to claim all charges may result in revocation of American Express card.

5. Click next to each employee to either view details or send a message.

6. Click the **Preview/Print** button at the bottom to view additional details OR click the Notification tab at the top to send a message.



7. Enter number of aging days (e.g. 15, 30, 45, 60, etc.) and then enter a message in the **Notes** box.
8. Click **Notify** to send a message to the selected employee(s).

E.0 Q & A

1. Trainers answer all questions.
2. Any questions or conserns arising after class regarding the new process please direct them to your manager and/or email acct@sri-hq.com.

F.0 Complete Training Class

3. Download and complete the QMS forms Training Attendance Roster TR1-2B and Training Evaluation Form TR1-3B.
4. Email completed forms to your supervisor.
5. Deltek Expense program access will be assigned upon completing Training Evaluation and Attendance Forms.