

TRAVEL & EXPENSE POLICY

Purpose

This policy applies to all employees / contractors for approved travel expenses to client sites.

Policy

1. Travel and related expenses will be reimbursed providing they are:
 - a. Supported with Original receipts and/or documentation
 - b. Submitted on a Travel Expense Statement
 - c. Are authorized.
2. All expenses will be paid by check and mailed to the employee / consultant address.
3. Expense reports that do not comply with this policy and procedure will be returned to the employee / contractor and not processed until corrected.
4. All Travel Expense reports must be submitted in Client Expense Sheet format (if one is available) or UniMind Expense Sheet format. Non Travel Expenses must be submitted in UniMind Other Expenses Sheet format.
5. All expenses over \$10 require a receipt. Credit Card slips or statements are not accepted in place of receipts.
6. This expense policy is effective January 1, 2009.

Procedure

General

- This policy and procedure covers Travel Expenses only.
- Employees / Consultants using UniMind Expense reports must submit expenses on a WEEKLY basis. Employees / Consultants using Client Expense reports must submit expenses based on the time frequency as stipulated by the client.
- Expense sheets must be submitted within 5 business days after the end of the Expense Sheet period. Expense sheets submitted beyond 5 business days may be rejected. If the client requires submission earlier than 5 days, the expenses need to be submitted as per client's policies.
- Expense checks will normally be processed within 2 weeks of receipt of the approved expense report along with all receipts.
- Approved Expense reports along with copy of receipts must be faxed to 630.786.6630 (or) scanned and emailed to accounts@unimindss.com.

Client Reimbursed Expenses

- Each Client has different policies as regards to expenses. It is the Employees / Consultants responsibility that the Clients expense policies are followed.
- All Client reimbursed expenses must be approved by the Client.
- Client reimbursed Expense Sheet should not contain Non-Client reimbursed expenses. Separate Expense reports must be submitted for Client Reimbursed and Non-Reimbursed expenses.
- Payments made to Employees / Consultants for Client Reimbursed expenses will be treated as advance until final payment is received from the Client for the expenses. If the client chooses to deny any expense, the employee / consultant is responsible for returning the money paid.
- UniMind is not responsible for any expense not covered by the client.

Travel and Transportation

- It is expected that employees / consultants will choose the most economical and direct form of transportation. Wherever possible, travel arrangements should be made at least 3 weeks in advance to ensure availability of economy class seats and the best price. Should an alternative form of transportation or route be chosen for personal reasons, the employee / consultant will be reimbursed to a maximum of what would have been incurred using the standard form of transportation and/or more direct routes.
- Travel with others i.e. spouse, including meals and cancellation fees are not covered and must be paid for directly by the employee / consultant.
- Rental of economy or compact car will be reimbursed. Rental Insurance for damage to rental vehicle (also called Collision Damage Waiver) needs to be purchased. The companies 3rd party insurance coverage covers liability to 3rd party. A copy of the insurance policy is available for review on the web site. Company is not responsible for any damages not covered by the insurance policy.
- Rental Cars must be refueled before returning to avoid extra charges. Receipts for gasoline purchases must be submitted with expense reports.
- Parking lot charges are reimbursable with receipts. Parking meter charges are reimbursable without receipts.
- Employees using own car for company purposes can claim reimbursement at the per mile rate as per IRS. The distance from home to normal place of work is not reimbursable.

Accommodation

- Employees / Consultants must use the most economical accommodation of a standard quality hotel room.
- Employees / Consultants are responsible for all room charges and must review the hotel bill carefully to ensure all charges are correct. A copy of the expense bill must be attached to the expense sheet.
- Employee will not be reimbursed for entertainment, laundry service, pay TV or movies, telephone charges, alcohol or special facility charges.
- Employees may choose to rent temporary housing or shared housing. Actual rental expenses will be reimbursed in this case provided it does not exceed standard / reasonable expenses.

Meals

- Meals will be reimbursed according to actual expenses to a maximum of \$40 per day including all taxes and gratuities. Gratuities must be reasonable and should not exceed 15%. In some cases, expenses could be paid on per-diem basis.

Advance

- Employees may be provided an advance for expenses. All requests must be received and approved by Vice President or higher.

Other Expenses

- Other travel expenses must be pre-approved by Vice President or higher before being incurred.