

TRAVEL & EXPENSES GUIDELINES

Professional resources that travel on behalf of Cox may be reimbursed for transportation and living expenses such as lodging and food if our agreement explicitly states that Cox will cover such expenses and all such reimbursements shall be subject to these Travel & Expense Guidelines (“Guidelines”). Resources may be reimbursed for actual, ordinary, and necessary expenses incurred consistent with the Guidelines. Each vendor and its personnel are expected to exercise good judgment when incurring business expenses. Cox affiliates or business units may further restrict or enhance these Guidelines to accommodate their individual needs. Travel expenses will only be reimbursed for travel requested specifically by Cox in performance of the parties’ agreement. Expenses should not exceed 15% of the total value of the SOW.

COX TRAVEL SERVICES:

Cox Travel Services is the authorized travel department for ALL corporate travel arrangements. Contractors are *strongly encouraged* to use Cox Travel Services. Any exceptions must be approved in advance by Cox or Cox will not reimburse expenses for travel made outside of Cox Travel Services. Before you can access our reservations tool, you must create a travel profile with Cox. See Attachment A for step-by-step instructions on creating your travel profile.

Bookings may be made three ways:

- Online (preferred): This method is preferred for domestic air, car, and hotel reservations. All air and hotel reservations should be made online through your personal travel portal: <http://www.coxtravelservices.com>
- Phone: You may make your reservations directly with Cox Travel toll-free at 800-255-4883, Monday through Friday, 8 a.m.–7 p.m. EST. Our after-hours team is available for emergencies between 7 p.m.-8 a.m. and weekends.
- Email: You can also email your travel requests or inquiries to travelreservations@coxinc.com.

REIMBURSABLE TRAVEL EXPENSES. The following are the only categories of expenses that Cox may reimburse subject to these Guidelines:

- Airline Tickets
- Hotel or other long-term accommodations
- Ground Transportation (including mileage and parking)
- Meals/Food & Beverages
- Gratuity

AIR & LIVING ACCOMMODATIONS:

- Travelers must book accommodations that provide the lowest possible rate to meet location and price requirements.
- All Hotel room charges are reimbursed with the exception(s) of:
 - Movies (explicit)
 - Alcoholic Beverages
 - Magazine, books, other non-food items that can be charged to the room
- For non-preferred hotel bookings: Room per night cost should not exceed \$150.00. Same guidelines apply for reimbursement exceptions.
- Laundry Service - Actual and reasonable laundry expenses will be reimbursed for travelers requested to stay away from their personal residence for more than five consecutive business days or if the trip has been unexpectedly extended. Receipts must be provided.
- It is the traveler’s responsibility to cancel hotel reservations within the hotel cancellation policy time frame. You must obtain a cancellation number when canceling a hotel reservation. **Cox will not reimburse hotel "no-show" fees**, unless otherwise approved by Cox.
- Other means of long-term accommodations are acceptable upon approval from Cox. (Furnished apartment, studios, or lodging within reason.)

GROUND TRANSPORTATION:

- Taxi, Bus or Train Transportation – reimbursed at 100%.
 - Limo Services – to and from Airport ONLY
- Rental Cars
 - Rental car expenses are paid by candidate up front, and reimbursed

Reimbursable Ground Transportation Expenses:

- Taxi and other means of ground transportation will be reimbursed for:
 - all trips to and from the airport
 - trips from site to site
 - other trips specifically requested and approved by Cox Communications
- Rental Car Expenses - includes gas, parking, and tolls.

Non-reimbursable Ground Transportation Expenses:

- Limo Services (other than to and from the airport)
- Rental vehicles larger than midsized/standard (no SUVs)
- Mileage exceeding 400 miles roundtrip
- Moving and/or parking violations (tickets)
- Personal vehicle maintenance and/or repairs (before, during, or after trip)
- Misc. items such as air fresheners, gas additives, fluids for personal and/or rental cars

MEALS:

- All meals and non-alcoholic beverages according to actual and reasonable cost
- Daily meal allowance should not exceed \$40.00 per day
- Tips are reimbursed (up to 20% gratuity)
- Room Service is reimbursed (included in the direct bill charges at preferred hotels)

Non-reimbursable Meal Expenses:

- Alcoholic Beverages
- Meals exceeding set limits
- Any tips considered excessive will not be reimbursed

EXPENSE REPORT COMPLETION AND SUBMISSION

- Travelers must file expense reports no later than 30 days after the completion of each trip.
- The traveler's immediate supervisor, or the next higher authority, must approve all expense reports. Each expense report will be reviewed by accounting for the inclusion of appropriate documentation.
- Please keep all original receipts so they are available upon request.
- Expense reports must include:
 - a cover sheet totaling all expenses
 - the cover sheet must include the traveler's name, company and date(s) of travel
 - an itemized list of expenses detailing all charges
- Expense reports that are incorrect or incomplete:
 - will be returned to the approver for corrective action
 - may result in delay or non-reimbursement of specific items

Attachment A



Welcome to Cox Travel Services!

Please follow the steps below to create your travel profile and access the Cox Travel Services reservation tool, Cox Concur Travel, to book your air and hotel.

1. Click on this link to start creating your E-profile: <http://www.coxtravelservices.com>
 - Click on **New User**
 - Select the Cox Division where you will be working (Cox Automotive, Cox Communications, Cox Enterprises)
 - Enter your Legal Name as it appears on the document ID you will present to TSA
 - Click **SUBMIT** to access the e-profile template

The screenshot shows the 'New User' registration page. It features a blue header with the 'COX TRAVEL' logo and three tabs: 'Existing User', 'New User', and 'Forgot Password'. The 'New User' tab is selected. Below the tabs, there is a 'Division:' dropdown menu, followed by 'Name:' fields for 'First', 'Middle (optional)', and 'Last'. A 'Submit' button is located at the bottom of the form.

- Complete all highlighted required fields. Then, click on **SAVE MY PROFILE**
2. Please allow 24 hours for profile data authentication.
 - You will receive an email confirmation with your profile User Login
 - Once you receive your user login via email, click on this link to access Cox Concur Travel to book your reservations: <http://www.coxtravelservices.com>
 3. You are now an Existing User
 - Enter your Username and Password
 - Select **Make Reservations** to access Concur Travel
 - Next, in the **Select your trip type** drop-down, select **Business**:

The screenshot shows the 'Existing User' login page. It features the same blue header and tabs as the previous page. The 'Existing User' tab is selected. Below the tabs, there is a 'Forgot Password?' link with a question mark icon. Below that are 'Username:' and 'Password:' fields. At the bottom are three buttons: 'Make Reservations', 'My Travel Portal', and 'Help'. To the right of the main form is a separate dropdown menu titled 'Select your trip type' with three options: 'Business' (highlighted in blue), 'Personal', and 'Business'.

4. You may now continue with your search for flights and hotels and reserve your travel.
5. By selecting **My Travel Portal** on the main menu, you may to access your E-profile, current E-itineraries, Travel Transactions, and other travel related information. The portal also offers a link to Concur Travel.

Contact Information:

Our Cox Travel Team is available to assist you with this process, as well as your travel needs. You may reach us Monday thru Friday, 8:00am – 5:30pm (EST) at:

Toll Free: 800.255.4883

Main: 678.645.0200

Email: travelreservations@coxinc.com