

# BIG EYE DIAGNOSTICS EMPLOYEE TRAVEL EXPENSE POLICY 2025

## Introduction

This policy covers basic guidance, including the applicable Federal provisions that govern policy in reviewing employee travel costs.

## **Employee Travel Costs**

### General Considerations

Big Eye Diagnostics' employees must follow the regulations of Government policies given that the Federal Government most often reimburses travel. All travel costs such as flights, taxi, and hotels must be preapproved by management. Travel authorization procedures require documented justification and approval of the official necessity of each trip, its duration, and the number of travelers involved. It is incumbent upon the Company that our procedures provide for advance planning for travel to assure that (1) wherever feasible and economically practical, required visits to locations in the same geographical area are combined into a single trip, (2) maximum use is made of the lowest customary standard, coach, or equivalent airfare accommodations available during normal business hours, and (3) coordination between organizational elements is effected to minimize the number of trips to the same location.

Individual trips will be reviewed to determine if 1) employees are consistently complying with travel policies and procedures, (2) the trip is for an allowable purpose, and (3) the incurred travel costs are documented and allowable in accordance Government regulations, including documentation of allowable and unallowable costs. Standards of "reasonableness" underscore all consideration of reimbursement. All expenses must be submitted using the Company "Travel Expense Report Form." Clear direct commentary under the "Expense Detail" section of the Expense Report is encouraged to support the reasonableness of the claims, or conversely, to provide amplification of the rationale for those claims not reasonable. Without clarification, the Company, reserves the right to disallow expense claims.

### Per Diem Costs for Meals and Incidental Expenses (M & IE)

Employees will automatically be paid the daily allowance per diem (post travel), to cover for meals and incidental expenses (M & IE). The daily rate will be based on limits set by [GSA](#), which depend on location travelled to, month, and year. Employees shall submit a reimbursement form with the number of days travelled, with the first and last day traveled covered at 75% of the daily limit (based on GSA guidelines). No receipts are required to be submitted for M & IE expenses, and the employee will receive the allowed per diem amount, regardless of what they spent. **Employees must use personal credit cards and not corporate credit cards for Meals and Incidental Expenses (M & IE).** Any charges inadvertently made on corporate cards for M & IE expenses will be flagged and the total amount will be deducted from the daily allowance disbursement.

### Airfare Costs

Allowable airfare costs are limited to the lowest customary standard, coach, or equivalent airfare offered during normal business hours, except for special circumstances (which are justified and approved by management prior to travel). Flights are to be booked by the Employee after approval by the CEO and receipts are to be submitted to [ap@bigeyedx.com](mailto:ap@bigeyedx.com) showing that the flight was booked in Economy. When possible, flights should be paid for with a corporate credit card. If an employee wishes to book a flight with a higher class than Economy, it must be done at his/her own cost, unless approved by the CEO for flights longer than 6-hours (of flight time). Flights booked in classes higher than Economy must be done so by the expense of the employee, not with a company credit card. The employee will still be eligible for a refund amounting to the Economy fare on the same flight. The employee must submit an expense report, along with proof of the Economy fare on the exact same flight, to [ap@bigeyedx.com](mailto:ap@bigeyedx.com).

### Transportation

Employees are allowed to self-select the best form of transportation available, including taxis, Uber, Lyft, subway, etc. Employees may pay for transportation costs either with a corporate credit card, or out of pocket (which will be fully reimbursed). All receipts, including the Travel Expense Report Form, must be submitted to [ap@bigeyedx.com](mailto:ap@bigeyedx.com).

### Hotels

All lodging booked by BEDx employees must adhere to the daily limits set forth by the [GSA](#), and employees must check the GSA prior to booking to ensure their lodging meets the daily limit for the current fiscal year. Rates in excess of the GSA limits will need to be pre-approved by Management. If an employee chooses to stay at a hotel that has a daily rate higher than what is allotted by the GSA, they may book and pay for the hotel out-of-pocket and submit for reimbursement for the amount of the daily limit allowance. For lodging that meets GSA limits, employees may pay for lodging either with a corporate credit card, or out of pocket (which will be fully reimbursed). All receipts, including the Travel Expense Report Form, must be submitted to [ap@bigeyedx.com](mailto:ap@bigeyedx.com).

### Conferences

Conference registration is to be booked by the Employee after approval by the CEO, using a corporate credit card. Registration should occur as early as possible to capture the lower registration rates.