



## Business Expense & Reimbursement Policy

### Purpose

As an employee of Cope Plastics, you may occasionally purchase items or services that are work-related. In many cases, we will reimburse you in part or in full. This business expense and reimbursement policy defines those eligible expenses, as well as the process for receiving your reimbursement.

### Scope

This policy applies to all full-time employees, part-time employees, and interns. Expenses incurred by independent contractors will be reviewed on a case-by-case basis.

To be reimbursable, all expenses must meet the following criteria:

- Expenses must have a business connection: they must have been paid or incurred while performing services as an employee of Cope Plastics.
- These expenses must be accounted to the supervisor/manager within a reasonable period of time.
- Any excess reimbursement or allowance must be returned to the company within a reasonable period of time.

### Policy

Cope Plastics is committed to providing for the work-related needs of its employees. Where applicable, Cope Plastics will directly pay for items or services on behalf of employees. Employees who spend their own money for work-related items or services and can provide adequate documentation of their spending within 30 days will be eligible for partial or full reimbursement. For the full information on business expenditures, refer to the Cope Plastics Expense Manual located on the Finance homepage on the company's intranet, Cope Net.

#### **REIMBURSABLE EXPENSES:**

Cope Plastics will almost always reimburse employee expenses that are related to:

- Business travel and accommodation
- Local transportation
- Conferences, education, and training\*
- Office supplies
- Approved work-related outings, meals, or entertainment\*

\*These expenses must be approved prior to purchase to guarantee reimbursement.

If you are at any time unsure about whether an expense can be reimbursed, always ask your direct supervisor or the Vice President of Human Resources.

#### **NON-REIMBURSABLE EXPENSES:**

Cope Plastics will not reimburse the following expenses:

- Non-work-related, personal purchases
- Lost personal property (e.g., luggage, cell phones, jewelry, etc.)
- Unauthorized upgrade on a flight, accommodation, or other service
- Expenses incurred by spouses or other non-employees
- Fines incurred while driving a company vehicle

The above list is not exhaustive. If you are at any time unsure about whether an expense can be reimbursed, always ask your direct supervisor or the Vice President of Human Resources.

### **Travel Expenses:**

Travel expenses include any kind of transportation and accommodation expenses that you incur when going on a business trip. When planning to travel for work-related trips, the Human Resources Administrative Assistant or the Marketing Department will typically arrange for most of your accommodations and transportation. Expenses related to this category that may be fully or partly reimbursable include:

- Accommodations (hotels, Airbnb, etc.)
  - Each branch has negotiated rates with local hotels. For more information, visit the homepage of each branch located on Cope Net, "Local Hotels."
- Air, train, rental car, ship, or other transportation fares
  - When possible, plan air travel at least 21 days in advance.
  - Air travel change fees are not reimbursable without prior approval.
  - If traveling more than 150 miles for business, you may rent or use your own car.
    - If using your own car, Cope Plastics will pay the current IRS mileage reimbursement (see \_\_\_\_\_).
    - If renting a car, Enterprise or National are the preferred rental car agencies. Contact the Human Resources Administrative Assistant for more information.
      - Average corporate rate is \$48 - \$50 per day.
      - Standard or full-size is acceptable rental car sizes depending on the number of passengers.
      - Employees are adequately insured under Cope Plastics, Inc. coverage during business travel. Additional insurance offerings by rental car agencies are not required, and accepting insurance offerings will be at the employee's expense.
- Local transportation during trips (taxi fares, ride-hailing like Uber, etc.)
- Marketing and business materials
- Other minor or per diem expenses approved by an employee's manager (e.g., meals, entertaining a client, etc.)
  - Daily meal allowance during business travel is \$80 including gratuity.
    - A 15% to 20% gratuity of the before tax meal is customary.
    - Two (2) alcoholic beverages per dinner are allowed per employee and only when a customer/client is present.
      - If you choose to have alcoholic beverages with your meal without a client/customer present, it must be purchased separately with your personal funds.

All travel and entertainment expense overages requires your manager's approval.

Medical care fees after travel-related accidents may be covered by workers compensation insurance. If not, we may reimburse you for your medical expenses, if appropriate.

#### **REIMBURSEMENT PROCEDURE:**

- Document any expenses that our company has not arranged.
- Ask for and keep all original receipts for reimbursable expenses.
- Provide a clear copy of each receipt.
  - If using the Weekly Expense Form, attach a copy of the original receipt.
  - If using a Company credit card, attach a photo of the original receipt to the appropriate online credit card transaction.
- Make sure the date of the expense is accurate.
- Select the appropriate coding category for each expense (e.g., Department code, General Ledger code, Employee number).
  - contact the Accounting Department if you are unsure of the appropriate coding.
- Provide an expense description with details of the expense including the who, what, where and why.
- YOUR MANAGER is responsible for approving reimbursement claims and ensuring that expenses are correctly coded and proper documentation is included. If your manager approves your expenses, you will receive your reimbursement within 2 pay periods.

Failing to meet any of these requirements may delay your reimbursement. Credit card and reimbursement procedures training is available on Cope Plastics learning management system.

#### **REMOTE EXPENDITURES:**

The following items, if needed to support effective remote working, are generally approved for purchase:

- basic office supplies, including, but not limited to pens, pencils, sticky notes, notebooks, printer ink, etc.
- small computer accessories, including, but not limited to, the following examples: mouse, keyboard, batteries, laptop charger.

Cope Plastics will not reimburse, or otherwise pay for the following purchases:

- office furniture and décor
- file cabinets, shredders, scanners
- private worksite or employee home expenses (e.g., electricity, insurance, home maintenance, home renovations or modification for office purposes, and other similar personal expenses)
- purchase costs or maintenance/repair expenses associated with employee-owned items or related services.

#### **RELOCATION EXPENSES:**

For details about relocation expenses, contact the Human Resources Department at ext. 9305 or email [hrhelp@copeplastics.com](mailto:hrhelp@copeplastics.com).

#### **Resources:**

Expense Management Manual  
Expense Policy Cheat Sheet - FAQs  
Weekly Expense Form  
Finance Expense Report / Expense Management Report