

GM Travel Guidelines

(Reimbursement for travel expenses on behalf of GM business)

GM Dealer Development has appointed a designated travel agency, American Express (AMEX), the agency responsible for travel related activities. In this regard, individuals are required to utilize AMEX. Deviations from this policy require written pre-approval from a GM Dealer Development representative.

Air

- Reservations must be made through AMEX. In most cases, GM will provide you with an **Enrollment Form** in advance of the meeting.
- Travel should be booked a minimum of seven (7) days in advance and must be in coach/economy class.
- **First-class air travel is not reimbursable. Fees charged for premium seats (i.e. bulkhead and certain aisle seats) cannot be expensed.** Deviations require written pre-approval from a GM Dealer Development representative. The difference must be indicated on a quote from American Express. Typically, this can be indicated on your itinerary.
- Standard Baggage fees will be reimbursed.
- Itinerary must be submitted with the expense report. If misplaced, a copy should be requested from AMEX.

Hotel

- Reservations must be made through AMEX
- If a guaranteed room reservation is not cancelled, reimbursement considered only under unusual circumstances.
- In most cases, GM requests the hotel to bill the room and tax to the GM Master account.
- Original lodging receipts and itinerary detailing all charges must be submitted with the expense report. All charges (room rate, room tax, meals, etc.) must be expensed separately and by date. Please note there are several instances where the hotel directly bills GM for the room and tax.

Rental Car

Rental Vehicles: Must be mid/intermediate size. Refueling of rental vehicle may be done at the rental company if rate is close to the market rate; otherwise, refueling is required prior to return of vehicle. Travelers must ensure that the rental vehicle has insurance coverage.

Personal:

- Personal automobile liability insurance is the traveler's responsibility.
 - Business travel mileage expense must be calculated per applicable laws. Dealer Development will provide the applicable mileage reimbursement rate. You are required to state the point of departure and return for each trip in which reimbursable mileage expense is incurred.
- General:** If traveler elects to drive, reimbursement for use of car must not exceed the cost of commercial coach/economy airfare.

Meals

Reasonable meal guidelines range between \$45 and \$75 per day depending on locality. Meal guidelines cover breakfast, lunch and dinner. **In general, meals are reimbursable only for individuals whose travel includes an overnight hotel stay.**

Parking/Tolls

Reimbursement for the actual and reasonable expense (with receipts) incurred while on GM business.

Transportation

Reimbursement will be made for actual and reasonable expenses incurred while on GM business. Transportation expenses (taxis, buses, trains, etc.) require an expense purpose explanation.

Please include documentation/receipts supporting expenses and submit report no later than 60 days from the conclusion of the event.