ProStar Flight Services

TRAVEL & EXPENSE POLICY



Effective
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Your Flight Plan for Smart Travel

Ready for takeoff? Whether you're departing for training, heading on-shift to capture aerial imagery, or supporting operations across the country, this guide ensures your journey runs as smoothly as our fleet operations.

At ProStar, we live our values—even when we travel. This policy reflects our commitment to being **Industrious** (maximizing every dollar and minute), **Principled** (following clear, fair guidelines), and **Loyal** (supporting each other wherever the mission takes us).

Why This Matters

Mission-Ready Support: Just as we track our aircraft, we track our team's travels—ensuring you have backup when weather, maintenance, or unexpected challenges arise.

Clear Skies Ahead: No guessing games about expenses. You'll know exactly what's covered before you book, just like having a detailed flight plan before departure.

Efficient Operations: Streamlined processes mean less time wrestling with receipts and more time focusing on what you do best—whether that's flying capture missions, maintaining our fleet, or supporting our aviation community.

Team Unity: When we all follow the same flight rules, we create a fair system that honors our commitment to each other and our clients. Your responsible travel choices help keep ProStar competitive and ensure resources for everyone's success.

Remember: Every decision you make on the road reflects our values of **Integrity** and being **Steadfast** in pursuit of the mission—even when no one is looking.

Questions? Need clarification on any policy?
Contact Dusty Brailsford—she's your go-to for navigating any travel turbulence!

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Travel Booking Process

Roles and Responsibilities

Traveler / Employee

The Traveler requesting reimbursement or using Company payment bears the responsibility to:

- Obtain and submit appropriate documentation of travel costs.
- Verify all expenses being reimbursed or paid by the Company are valid and in compliance with all policies and procedures. The Traveler maintains responsibility for completing Expense Reports in Expensify, and accountability for ensuring submitted expenses are in compliance with all policies and procedures.
- Verify flight, rental car, and hotel arrangements and ensure the schedule and booking are correct.
- Submit **ALL Tail Credit Card receipts** in Expensify.

By submitting an expense for reimbursement, the Traveler is acknowledging acceptance of the terms and conditions of the reimbursement. The Traveler is also attesting that the expenses for reimbursement have not been previously paid through a prior submitted Expense Report, cash advance, Company Credit Card *(P-Card),* or by an outside agency or other third party.

Individuals enter travel status when they leave their base of operations. ***Base of Operations*** is defined as the Employee's primary residence.

Approver

The approver is the individual authorized to approve the expenditures of others. The approver is responsible for:

- Reviewing Expense Reports and associated documentation to verify that all expenses are allowable and adequately substantiated. While an approver may delegate the responsibility of approving Expense Reports, the approver retains accountability for ensuring all approved expenses are in compliance with all policies and procedures.
- Reviewing and approving Expense Reports in a timely manner.
- Approving Expense Reports and attesting to the appropriateness of the expenditures.

Accounts Payable

Accounts Payable is responsible for reviewing Expense Reports prior to processing reimbursement to verify that expenses are reasonable and supported by appropriate documentation and meet the criteria established within these policies and procedures.

How To Book Trips

All trips should be approved by either Nathan or Dusty. Employees can book a trip for themselves using the following **Approved Booking Tools** (**ABT**):

Travel Type	Approved Booking Tool	Payment To Use	Expense Report submission status
For Hotels, Flights, and Car Rentals	**Engine** (formerly Hotel Engine) https://members.engine.com/login	Use P-Card	Required
For rental cars	• Engine • ProStar's Enterprise/National Website https://partners.rentalcar.com/prostar-flight-services • Enterprise FBO delivery # ○ **1-877-421-3722**	Company Account (always have your Emerald Club # handy)	Required
For rental car gas	N/A	Use P-Card	Required
For flights	**Engine** *** Out-of-policy flights may be booked in Engine and require DOO/President approval (see Out-Of-Policy Flight Bookings)*	Use P-Card *** Any amount over $400 per flight is deducted from the Traveler's most recent available paycheck.*	Required
For RideShare	Lyft Business Profile (via **Lyft App**) OR Uber Business (via **Uber app**)	Lyft - Personal Card via Business Profile (reimbursed) or via Uber Business	Required

*** ALWAYS Use personal card for tips

Employees should prioritize the lowest cost that meets their travel needs. **ABTs** should be used whenever possible. The ABTs are managed by specific travel policies. If a Traveler needs approval for a trip outside of these limits, approval can be requested by contacting Dusty Brailsford directly through a message in MS Teams.

Using the Company Credit Card (P-Card)

The Company Credit Card (P-Card: either Chase or Capital One) is the required method of payment for airfare, lodging, and rental cars. The P-Card is the preferred method of payment for rental car fuel, parking fees, and approved supply purchases for the aircraft.

The P-Card ***cannot*** be used for personal meals while in travel status, cash, or personal expenses nor can the P-Card be used to pay for any expenses covered by per diem (meals, incidentals, and gratuities).

Reconciling P-Card Charges

All trips booked with an Employee's P-Card must be submitted and categorized in Expensify by the Traveler.

Use of Frequent Flyer / Hotel Loyalty Programs

Employees may save their frequent flyer programs and hotel loyalty information for use inside of the **ABT**, and apply their program numbers at time of booking, but they may ***not*** choose more expensive options simply to get loyalty points.

The Company will not reimburse travelers for travel expenses paid for with rental car rewards, hotel points, frequent flyer miles, or other rewards programs.

Flights

- Flights must be booked via Engine.
- All employees are required to fly economy for all trips.
- A REAL ID-compliant driver's license or state ID, or a valid passport, is required for every commercial flight. If a traveler arrives at TSA security without acceptable ID and pays TSA's identity-verification (ConfirmID) fee, that fee is the traveler's own expense.
- Flight changes and cancellations are paid for by ProStar when the reason has been approved by the DOO or President.
- Flights on/off shift will be covered by ProStar up to $400 per flight.

Out-Of-Policy Flight Bookings

- If a Traveler must book an out-of-policy flight:
  - Travelers must book an out-of-policy flight directly in Engine using the P-Card.
  - Engine will send the booking to the DOO and the President for approval. The Traveler must include a reason for the booking in the request. Requests without a reason will not be approved.
  - ProStar covers up to $400 per flight. Any amount over $400 will be deducted from the Traveler's most recent available paycheck.
  - By submitting an out-of-policy booking in Engine, the Traveler authorizes ProStar to make this deduction.
  - The booking must be submitted in Expensify like any other P-Card charge.

Lodging

Hotels

- Employees must book standard rooms. Room upgrades are allowed if offered on site and at no additional cost.
- All lodging should be booked with Engine.
- Nightly rates are set by the Engine travel policy, which applies rate limits based on the destination. Book from the in-policy options Engine shows; anything outside those options requires prior approval from Dusty.
- When checking in, Travelers are to use a **PERSONAL CREDIT CARD** to put on file for incidentals. The Company ***does not cover hotel incidentals***.

Airbnb / VRBO

Employees *may* be allowed to book rooms or apartments on Airbnb, VRBO and similar, if the nightly rate is within company policy and/or the price is equivalent to or lower than the cost of a standard room at a 2.5-star hotel in the same city.

*Employees **may only** book Airbnb / VRBO by requesting such through Dusty Brailsford*. Employees are **not allowed** to book with Airbnb / VRBO etc directly.

Ground Transportation

Rail Transportation

When booking rail transportation, all employees must book economy class.

Taxis and Ride Sharing

Taxi, and Lyft/Uber rides are reimbursable:

- ➔ Only when public transportation isn't viable, or when safety is a concern
- ➔ Only up to $60 per day – unless otherwise approved by Dusty
- ➔ Tips for Taxi and Ride-share drivers are part of per diem, an Employee will NOT use the P-Card for these gratuities, but rather their own personal card / cash.
- ➔ Employees should use their Lyft Business Profile or Uber Business Allowance if these Ride-share services are available in the area.

Rental Cars

ProStar maintains a contract with Enterprise/National Rental Car. When renting vehicles, employees must use their Emerald Club number and **choose a mid-size or intermediate car** using either Engine, the Company's Enterprise/National Website -- https://partners.rentalcar.com/prostar-flight-services/ -- or via the FBO rental car phone number (**1-877-421-3722**). Employees may accept an upgrade on site if offered by the rental company and at no additional charge. Use a single rental car for up to 4 employees.

For rental vehicles, gas is covered with the P-Card – receipts are required. The car rental should be returned with the amount of gas requested by the rental company.

Rental car insurance is provided by Company's credit card policy, so employees should accept the Loss Damage ***Waiver*** and Collision Damage ***Waiver*** and ***not*** purchase insurance on site.

Safe and Lawful Driving

- ➔ Drivers must hold a valid license, and only the Traveler named on the rental agreement may drive the vehicle. Do not add or allow other drivers unless approved by Dusty or Nathan.
- ➔ Obey all traffic laws, posted speed limits, and local rules. Do not drive impaired by alcohol, drugs, medication, or fatigue, and do not use a handheld phone while driving. Seat belts are required.
- ➔ The Traveler is responsible for all fines and penalties incurred while driving, including speeding tickets, parking tickets, red-light and speed-camera citations, and any related administrative fees charged by the rental company. These are never reimbursable. If the Company is billed, the Traveler must repay the Company within 30 days of notice.
- ➔ Use the vehicle for Company business and incidental needs while on assignment, such as meals and lodging. On weather down days, a Traveler may use the vehicle for personal outings within

50 miles of the assigned airport, with prior approval from the DOO. All other personal use is not permitted. **Fuel, tolls, and parking for personal outings are the Traveler's own expense**, and the other rules in this section apply at all times.

- ➔ Report any accident, damage, theft, or citation to the rental company right away, to police where required, and to Nathan or Dusty the same day. Do not leave the scene of an accident or admit fault.
- ➔ The Loss Damage Waiver and Collision Damage Waiver may not apply if the rental agreement or the law is violated, for example when driving impaired or with an unauthorized driver. The Traveler may be responsible for resulting costs.

Use of Personal Car

When working within 50 miles of the employee's Base, employees are eligible for reimbursement for miles driven using their personal vehicle for approved company purposes. Except as provided under "Travel within The Greater Metropolitan Area of Employee's Base," mileage between the employee's residence and a work location within the employee's metropolitan area is commuting and is not reimbursable.

We reimburse up to the current IRS mileage rate for miles incurred. The IRS mileage rate applies to electric and hybrid-electric automobiles, as well as gasoline and diesel-powered vehicles. The Company will reimburse the round-trip mileage between the traveler's base and destination or for the actual miles traveled from origin to destination and back, whichever is less. Employee must use either 1) the Expensify *mobile* app to submit reimbursement using starting/ending odometers readings; OR 2) the Expensify *website* and use the "create from map" feature to create the reimbursement expense. Details explanations can be found HERE.

Mileage reimbursements MUST be submitted within 30 days of occurrence, under ProStar's 30-day expense submission rule. Late mileage is treated as taxable income.

Tolls and Parking Charges

When private vehicles or rental cars are used for official travel, any parking and/or toll charges incurred are allowable expenses and should be paid via the P-card or requested as a reimbursement – all with proper documentation. **Valet parking** is only allowed when no other option is available or when safety concerns justify the use. An explanation for valet parking will be required with the Expense Report.

Expense Reporting & Reimbursement Policy

To ensure accurate tracking and timely reimbursement, all expenses must be submitted through **Expensify**, including purchases made with a Company-issued **P-Card**, **Expensify card**, **Tail card**, or any expense eligible for reimbursement under Company guidelines.

When to Submit Expense Reports

Submit an expense report for:

- All P-Card, Expensify card, and Tail card purchases
- Any reimbursable expense per Company policy

Deadlines

- **Weekly submission:** Submit by Saturday for expenses incurred during the previous week (Sunday–Saturday)
- **Maximum window:** Submit within 7 days of the expense date
- **Best practice:** Submit as soon as possible to avoid delays

NOTE: Expenses submitted **30 days or more** after the expense or mileage date will be treated as **taxable income** and subject to withholding. This 30-day deadline is a ProStar company rule under our accountable plan (see Treas. Reg. § 1.62-2 and IRS Publication 463). Any applicable tax will be deducted from a future paycheck.

Required Information for Each Expense

Include the following details in Expensify:

- Vendor name
- Amount
- Date of purchase
- Expense category
- Card used for payment
- Aircraft tail number
- Description of business purpose
- Receipt image/attachment

Receipts & Documentation

Itemized receipts are required for all expenses unless otherwise specified.

Alternative Documentation (When Receipts Are Unavailable)

If a receipt cannot be obtained, the Company may accept the following as proof of expense:

- A “customer copy” of the credit card slip
- A photo of the fuel pump showing the purchase

Missing Receipts Over $75

For any expense $75 or more where the receipt is lost and all efforts to retrieve a copy have failed, employees must submit a **Missing Receipt Affidavit** along with the Expense Report.

(Form available in BambooHR → Files → Travel → ProStar-Missing-Receipt-Affidavit.pdf)

Reimbursement & Payment

- Per diems and reimbursements are processed with the regular payroll for the pay period when expenses occurred
- Payments are deposited directly to your bank account via Direct Deposit

Example: If you make a purchase on Tuesday, submit it in Expensify by Saturday. If Saturday would exceed 7 days, submit it earlier to meet the 7-day requirement.

Meals and Incidental expenses

Per diem

When employees travel overnight for work, the Company provides a per diem to cover meals and incidental expenses (M&IE). This per diem is a fixed daily amount. It's designed to simplify reimbursement and eliminate the need for meal receipts.

The per diem is paid through the Employee's regular bi-weekly paycheck, covering travel days from the previous pay period. On the first and last day of travel—typically the days employees are traveling to or from their work site—they receive 50% of the standard daily per diem rate.

The per diem is also meant to cover incidental expenses such as tips for hotel staff, baggage handlers, porters, and taxi or rideshare drivers. Because these costs are already covered by the per diem, employees **should not charge meals or tips** to their Company P-Card under any circumstances.

Travel within The Greater Metropolitan Area of Employee's Base

From time to time, a Traveler may be working on a project within the metropolitan area where they live and normally work (their home base). Under IRS rules (IRS Publication 463, Rev. Rul. 99-7, and Treas. Reg. § 1.62-2), a Traveler is "away from home" only when the work requires being away substantially longer than an ordinary workday and an overnight stay for sleep or rest, and driving between a residence and a work location in the same metropolitan area is commuting. Accordingly, when a Traveler stays at home during a project in their metropolitan area:

- No M&IE per diem is paid for days the Traveler returns home overnight, because the Traveler is not traveling away from home.
- Company will reimburse travelers for mileage using their personal vehicle, which is documented appropriately via Expensify for the following "non-commuting" situations:
  - Daily transportation between one work location and another, neither one being the employee's residence (ie from airport to FedEx location). Reimbursement is limited to the cost of the direct route between the two locations.
  - Daily transportation between the employee's residence and a temporary work location outside the metropolitan area where the employee generally works. A work location is temporary only if the assignment there is realistically expected to last, and does last, one year or less.
  - Daily transportation between the employee's residence and a temporary work location in the same business (regardless of distance) if the employee has a regular work location away from the residence. Because a pilot's base of operations is the pilot's residence, this applies to a pilot only if the pilot also has a regular work location away from home.

- Commuting is not reimbursable. Daily mileage between the Traveler's residence and a temporary work location inside the metropolitan area where the Traveler lives and normally works (for example, from home to the airport or FBO where the project aircraft is based) is a personal commuting expense, regardless of distance. Any commuting mileage paid by the Company would be taxable wages.

Miscellaneous Travel Expenses

Vendor Schmoozing (Maintenance & FBO)

ProStar Flight Services provides up to $100 per month via an ***Expensify credit card*** for employees to use for "schmoozing" and "thank you" purposes when vendors (maintenance & FBO) go out of their way to help us keep operating. All receipts must be uploaded to Expensify as per any other expenditure.

Gratuities

Gratuities are covered by the Per Diem allowance.

Prohibited and Non-reimbursable Travel Expenses

The following expenses are **not** allowed to be paid via the P-Card, **nor** are they reimbursable:

- Purchases of alcoholic beverages.
- Application fees related to trusted traveler programs such as TSA Pre-Check and the U.S. Customs and Border Protection Global Entry Program.
- Expenses related to personal travel.
- Medical expenses.
- Costs of safe charges, in-room movies, and recreational activities (even when such activities are part of a business meeting or conference) and excursions.
- Charges of traffic or parking violations, or other expenses incurred such as lost keys or keys locked in vehicles.
- In-flight purchases
- Excess baggage fees
- Childcare, pet care, and pet boarding
- Toiletries or clothing
- Airline club memberships
- Minibar purchases or bar bills
- Flowers, sweets and confectionary
- Room service
- Additional beds or bedding
- Loss or theft of goods
- Damage to personal vehicles
- Rental car company insurance
- Clothes
- Laundry or dry cleaning
- First-class rail transportation
- Premium, Luxury or Elite car rentals or upgrades
- Spa and health club usage
- Laundry or dry cleaning

Record Retention

Employees should keep copies of all submitted documentation until reimbursement is received, in case any questions arise.

Alcohol use

Core Principle

Even when alcohol consumption complies with this policy's limits, it is strictly prohibited if it impairs an employee's ability to perform job duties on time or compromises workplace safety. Employees are responsible for ensuring their alcohol consumption never interferes with their professional obligations.

When Alcohol Consumption is Permitted

- During designated company events and team business meals only
- Maximum of two (2) alcoholic beverages per person per event
- Consumption is discouraged at all other business-related times

Age Restrictions

Employees under 21 years of age may not consume alcohol during work hours or work events, including in foreign countries where the legal drinking age may be lower.

Reimbursement of Alcohol Expenditures

- **Managers/Executives only:** May expense up to two (2) alcoholic beverages per person during legitimate team meals
- **All other employees:** Alcohol purchases are not reimbursable
- **Business travel:** Personal alcohol purchases are never reimbursable

Safe Transportation

After consuming alcohol at work events, employees are strongly discouraged from driving and should use ride-sharing services or other safe transportation alternatives.

Special Requirements for Pilots

All pilots must comply with FAA regulations including:

- "Bottle to throttle" time requirements
- Blood Alcohol Content (BAC) limits
- All aviation-specific alcohol restrictions

Enforcement

This policy works in conjunction with ProStar's Drug-Free and Alcohol-Free Workplace Policy. Any alcohol consumption that impairs job performance, regardless of amount, violates company policy. Violations may result in disciplinary action up to and including termination.

Remember - Professional judgment and job performance always take precedence over any permitted alcohol consumption.

Travel Support and Safety

Duty of Care

Keeping Track of Our Travelers

Please use an Approved Booking Tool to book all business travel, so that we can automatically track where everyone is traveling and take action in the event of an emergency.

If you cannot use Approved Booking Tool for a valid reason please contact Dusty Brailsford so she can manually enter your trip details into the platform – this applies to Hotels and Rental Cars. Out of Policy Flights are booked in Engine and require DOO/President approval.

Travel Support

In case of missed flights, cancellations, hotel issues, or anything else travel related, please contact the support team of the **ABT**.

Support for Emergency Needs

In the event of an emergency while travelling, please contact Nathan and/or Dusty after you've received attention from a local EMS (emergency services provider).

Travel Safety Guidelines for Employees

Before You Leave

1. Do some research about your destination to make sure you understand the local culture, customs, laws, and any potential travel advisories, especially if you're traveling internationally. Having this knowledge can help you show respect for local customs and avoid making risky decisions. In cases of international travel, you should consider registering with your embassy or the consulate in the country you're visiting so you can be reached if an emergency arises.
2. Make a copy of your itinerary, important travel documents, and your contact information, including phone number and email address, and give it to the appropriate person at your company, as well as a friend or family member you trust.
3. Spend some of your pre-travel prep time focusing on cybersecurity while you're traveling, for instance:
    - Only pack devices that you need and will use, and make sure any devices you bring are secured with a unique password and have multi-factor authentication enabled.
    - Make sure you've installed all updates for operating systems, browsers, applications, and software on your devices.
    - Check for app and software update notifications on all devices.
    - If your trip involves international travel, get a local SIM card for your phone. This will allow you to access the local data network. You should also confirm your phone is unlocked so you can use the card.
5. Take any unnecessary credit cards out of your wallet, and, if you haven't already done so, opt in to receive fraud alerts from your credit card companies so you can easily monitor your accounts. You can also use contactless payment options, such as Apple Pay or Google Wallet,

that eliminate the need to carry a credit card entirely. Limit the amount of cash you carry, and if you do need to withdraw more cash while you're traveling, use ATMs in secure areas or – better yet – in reputable banks.

6. Make a photocopy and snap a photo of essential documents like your passport, visa, driver's license, healthcare insurance card, and credit cards. Keep the photocopies in a personal or carry-on bag that will always be with you and store digital copies in a password-protected folder on your devices.

At the Airport

7. **Avoid USB charging stations**, which can make you a victim of juice jacking scams. This is when criminals use public USB charging stations to access electronic devices while they're being charged. Instead, pack a personal charger in your carry-on that can be plugged directly into a wall outlet at the airport or bring a fully charged portable battery.

8. **Don't use the airport's public Wi-Fi network without a VPN.** These public networks are often unsecure, which makes it easy for your data to be intercepted by hackers. Instead, enable the personal hotspot on your phone if you need to access the internet or use a virtual private network (VPN) to encrypt your data. If you do connect to public Wi-Fi, be very cautious about the sites that you visit and never enter personal information, like account credentials or your credit card number.

At Your Destination

9. If you need ground transportation, choose options that are recognizable and reliable, such as licensed taxis, well-known ride-sharing apps, or reputable car rental agencies. When using public transportation, familiarize yourself with the route so you don't miss your stop and end up in a risky area. Always be extra vigilant about your belongings.

10. Avoid traveling alone at night, especially if you're in an unfamiliar location.

11. Keep tabs on your belongings at all times and be aware of pickpockets in crowded areas.

12. Take steps to keep your devices secure and avoid being the victim of a cybercrime:

    - Remember that public Wi-Fi at hotels, cafes, and other locales is not secure. Use the personal hotspot on your phone or a VPN that encrypts your data anytime you access the internet.
    - Disable the auto-connect option on your devices so they don't automatically connect to wireless or Bluetooth networks as you pass by them.
    - Never use USB keys to store or transfer company information – they're too easy to lose and because they're not encrypted, anyone who finds the drive can access all your information. Instead, follow the corporate file-sharing policy to store or transfer information.
    - If your laptop is lost or stolen, immediately contact the company's help desk to minimize risk and protect company information.

13. If you're staying at a hotel, never use business center computers to access your accounts – your log in credentials can easily be stolen on these and other public access computers.

14. Secure valuable items like your laptop, passport, and other important documents in a hotel room safe or lockbox to protect yourself from theft or loss.
15. Avoid using debit cards, which offer less protection than credit cards, and use the chip reader instead of swiping your credit card whenever possible.
16. Be aware of your surroundings when conducting business to make sure people around you can't overhear private conversations or view the information on your phone or laptop screen. You might want to use a privacy screen to make it harder for anyone to read the screen over your shoulder.
17. If you're a social media user, avoid sharing real-time travel updates that broadcast to the entire world that you're traveling: this lets burglars know that you're away from home and gives scammers a heads up that you may not be as vigilant about checking your financial accounts while you're away. If you want travel bragging rights on social media, wait until you're safely back home to post photos and updates.
18. Familiarize yourself with emergency exits and close the curtains in your room to keep your comings-and-goings private. Trust your instincts to stay safe when you're traveling. If you ever feel uncomfortable or unsafe in any location, remove yourself from the situation as quickly as possible.

When You Get Home

19. Update your passwords when you return from your trip to protect your accounts, just in case they were compromised while you were away.
20. Take some time after your business trip to carefully review your bank and credit card statements for any fraudulent charges.