

US/Canada Specific Guidelines – United States (Including Puerto Rico)

1.0 Travel Booking

Travelers are expected to arrange their own travel through PRA's travel management company, World Travel Inc. via the online booking tool as the preferred method.

2.0 Air

No specific country guidance – please see POL 020 PRA Travel Policy.

3.0 Rail

All rail should be booked in coach / economy class. Trains that only offer business class are permitted to be booked.

4.0 Hotels

For travel in the US (and Puerto Rico), employees are expected to choose hotel properties under \$180 USD before taxes, VAT or GST. In some cities, this may not be reasonable. Acceptable deviations and the daily rate limit allowed can be found on the POL 020 R Rate Exception Card.

When an employee stays at a relative or friend's house rather than a hotel an allowance of \$50 USD per night may be claimed. A receipt is not required for this allowance.

5.0 Car Rentals

No specific country guidance – please see POL 020 PRA Travel Policy.

6.0 Taxi

No specific country guidance – please see POL 020 PRA Travel Policy.

7.0 Mileage

The rate of payment is based on IRS guidelines. These may be updated at any time based on economic conditions. PRA will update soon after a new IRS pronouncement.

8.0 Credit Cards

The PRA Bank of America MasterCard is required for all employees who travel in their role. The corporate card should be used in place of cash whenever possible and for all business related expenses with the exception of reoccurring home office expenses. The PRA Bank of America Mastercard is company paid and therefore employees may not require reimbursement for charges incurred while traveling on behalf of PRA. Employees are still required to submit an expense report itemizing expenses and any personal items will be deducted from cash reimbursements owed to the employee or from the employee's semi-monthly pay.

9.0 Subsistence (Meals)

9.1 Personal Meals

Travelers are required to obtain a detailed itemized receipt for all purchases over \$25 USD. Credit card bill slips are not acceptable. The maximum allowance for meals daily is \$65 USD. Selected locations will be reimbursed at higher daily rates (refer to POL 020 R 44 Rate Exception Card).

10.0 Payment of Expenses

Expenses should be entered into Databasics where approval is routed to the employee's Functional Manager or appropriate designee. Copies of all receipts and any supporting documentation that match the expense report should be attached to the Databasics expense. Once FM approval is received, Accounts Payable will review all documentation in Databasics. Payment for non-credit card expenses will be made via direct deposit or by expense check.

11.0 Cash Advances

No cash advances are given out by the US office without CFO approval.

12.0 Document History

Effective Date	Version	Modified/Reviewed By	Brief Summary of Changes (if created from a template, include template code)
09-Dec-2013	A	Jillian Sarsfield Amy Webber Victoria Lisa Jones	Initial creation from template QMS 010 T 04 A. Content from Appendix of POL 020 A PRA Travel Policy.
16-Jun-2014	B	Leigh Fuge	Updated Styles and Formatting
25-Feb-2016	C	Jillian Sarsfield Leigh Fuge	Updated air, hotel, rental car, subsistence and credit card sections
14-Sep-2016	D	Lisa Shea Karen Mengel Leigh Fuge	Added Rail section