

## **Baker Industries Travel Policy**

Updated 7/12/05

Reference: IRS Publication 463

Baker Industries conducts its business in the Delaware Valley Region. As a result, it is very unlikely that any travel is required other than with personal automobile or regional transportation. Additionally, it is highly unlikely that an overnight stay is required. Any other type of travel, particularly involving an overnight stay, must have prior approval in writing by the President, and **must be conducted in the most cost-effective manner** (applies to all Travel on behalf of Baker).

Typical expenses covered while traveling to attend to the business of Baker are:

- Transportation – use of personal vehicles will be reimbursed at the appropriate rate currently approved by the IRS
- Tolls
- Meals
- Entertainment of potential customers or donors
- Routine expenses associated with the reason for the travel

All expenses must be fully documented and approved by the appropriate supervisor or manager.

Personal use of company vehicles is prohibited.