



Travel Expense Guidelines

As an Ursa staff member, you may travel to another Ursa office for training or travel to customer sites as part of your responsibilities. Here are some guidelines to assist you with travel accounting at Ursa.

First, retain copies of all receipts relating to your trip, paid by you, or the Ursa corporate credit cards. These include receipts for the following:

- Airfare & baggage fees
- Hotel checkout
- Rental car
- Gas
- Taxis and shuttles
- Parking
- Tolls
- Meals

When you return from your travel fill out an Ursa Expense Spreadsheet for **payroll reimbursement**. Include the items on the list below. Upload the supporting receipts and completed spreadsheet to your Google Expense folder and notify travel@ursainfosystems.com that the travel expenses are ready for processing. Reimbursement spreadsheets are due two business days after travel is completed.

- The customer name or Ursa office location
- Your name
- The location you traveled from
- The location you traveled to
- The dates of travel
- Mileage for driving your personal vehicle
- An entry for each expense
- Hotel meals recorded in meals section

When you return from your travel fill out an Ursa Expense Spreadsheet to be **provided to the customer with the invoice**. Include the items on the list below. Upload the supporting receipts and completed spreadsheet to your Google Expense folder and notify travel@ursainfosystems.com that travel expenses are ready for processing. Travel spreadsheets are due two business days after travel is completed.

- The customer name
- Your name
- The location you traveled from
- The location you traveled to
- The dates of travel
- Mileage for driving your personal vehicle
- An entry for each expense, including those paid on the Ursa corporate credit cards
- Hotel meals recorded in meals section

Note: All Ursa corporate credit card receipts must be scanned one receipt per page. Personal receipts may be scanned several to a page.



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AIRLINES

Southwest Airlines is Ursa's preferred airline. Follow these steps to create a SWABIZ account:

- Go to <https://www.swabiz.com/flight/swabiz-login>
- Click on create an account
- Enter Ursa's company ID: 99449302
- Complete the rest of the online form

Book your flights through SWABIZ. "Anytime" fares are the standard fare for Ursa staff.

RENTAL CARS

National Rental Car is Ursa's preferred Rental Car carrier. If you anticipate significant travel, sign up for National Rental Car's Emerald Club.

Ursa **does not** rent cars from Dollar Rental Car.

At time of car pick up, **decline** the following offerings which create unnecessary expense for our customers:

- Prepaid fuel
- Loss Damage waivers
- Personal Accident Insurance
- Personal Effects Coverage
- Roadside Plus
- Supplemental Liability Insurance
- Other upcharges offered at time of pick up

Retain a copy of the rental receipt when dropping off the car.

HOTELS

Ursa prefers booking Starwood Hotels. Hotels may be booked with Ursa's American Express card. (See Greg in the Gilbert Office and Jen or Balaji in the Redlands office.) Obtain a copy of your room receipt upon checkout.