



Darigold Travel Policy

Responsible Office: President & C.E.O.

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Statement of Purpose

Employees may occasionally be required to travel on company business in conjunction with their normal job assignment or in order to fulfill a company need. This document establishes policies governing travel procedures and the reimbursement of travel expenses incurred during company business. The following Policy and guidelines are intended to support maximum cost control for Darigold, while maintaining a high level of quality in services and accommodations for our travelers.

This Policy governs all Darigold employees who travel on company business. Specific business groups may, at their discretion, impose greater control than required by this Policy, but never less.

If an employee violates these travel policies and any corresponding procedures, they may be subject to disciplinary action including termination, as deemed necessary and appropriate by Darigold.

Darigold's Travel reimbursement procedures comply with the IRS and other regulators on matters relating to tax obligations.

Responsibilities

It is the responsibility of all Darigold employees who travel for business to read and comply with the travel procedures and expense reimbursement procedures. See both documents posted on the Darigold intranet under Policies and Procedures.

It is company policy to reimburse ordinary, necessary, reasonable travel expenses when directly connected with, or pertaining to the transaction of company business. Employees are expected to exercise prudent judgment regarding expenses covered by this Policy. When submitting expense reports to claim reimbursement, employees are expected to neither gain nor lose financially.

1. Travel

Travel reservations to accomplish business objectives should be made at least 14 days in advance of the travel date as is reasonable and in the most economical manner. To the fullest extent possible, all travel arrangements (to include airline, lodging, rental car, etc.) must be arranged through USTravel. Any travel arrangements made outside of the designated travel agency requires the approval of the division Vice President. The choice of transportation should be based on the most efficient use of an employee's time and least cost to Darigold. Cost effectiveness and negotiated discounts, resulting in savings to Darigold, can be monitored only if all business travel is handled through our selected travel agency, USTravel.

Reservations are to be made using USTravel's online reservation system, called RESX at: www.ustravel.us/gateway/darigold. A USTravel agent is available to assist with travel arrangements if you are unable to utilize the online tool. You can reach USTravel during business hours of 6:00 am to 6:00 pm PST at 206-767-4666 or 1-800-927-7232. You also can fill out a travel request form at <http://www.ustravel.us/gateway/darigold> instead of logging into the RESX system. For timely or urgent

support after normal business hours, call 1-800-454-9163. Any assistance from a USTravel agent results in a higher agency fee so we encourage the use of the online tool whenever possible.

2. Preferred Vendors

Preferred vendors with whom Darigold has special rates and arrangements must be used whenever possible, unless a lower cost alternative is available. Our arrangements with preferred vendors provide significant discounts and benefits. The preferred vendors are pre-loaded in USTravel's online reservation system. Additionally, Darigold compiles a Primary Hotel Directory listing of authorized lodgings near our facilities; these are built into USTravel's online booking application. If a preferred vendor is not available, a comparable cost alternate may be used.

For conferences/seminars, please provide USTravel with conference room rate information before booking. USTravel can request the conference rate and in some cases, may be able to obtain a lower rate.

3. Travel Benefits

Travel program benefits can be retained by the traveling employee, but cannot be the basis for selecting the air carrier, hotel, or car rental, unless such choice is equal in cost to the lowest cost acceptable alternative. Any associated travel membership fees will not be reimbursed by Darigold. Any rewards or benefits (e.g. frequent flier miles) from travel memberships may be retained by Darigold travelers for personal or business purposes.

Personal travel may be made in conjunction with business travel. All personal travel expenses must be paid by the traveler. If there is a difference in cost due to personal travel, the traveler is responsible for the difference. Additionally, non-business companions may accompany an employee who is traveling on company business during added personal travel. Any additional expense incurred due to the added traveler(s) is the responsibility of the traveler(s) and will not be reimbursed by Darigold.

Travelers have the option of charging travel arranged with the USTravel to their personal credit card. This choice should become part of your travel profile and reported to Accounts Payable on your expense reimbursement report.

4. Air

All domestic airline travel will be booked for the lowest fare available within a two hour time frame of preferred flights.

Any airline ticket purchased outside of USTravel requires your Vice President's approval for submission of the corresponding expense reimbursement report.

Travelers may accept seat upgrades if the upgrade is at no additional cost to Darigold.

If business-related, excess baggage will be reimbursed by Darigold.

5. Lodging

Darigold will pay room costs supported by the hotel bill for each day that lodging away from home is required for business reasons. Personal expenses relating to hotel amenities such as spa services, in-room movies or the mini-bar are not covered by Darigold. Gym or exercise room fees at the hotel are covered by Darigold.

Travelers may accept room upgrades if the upgrade is at no additional cost to the company.

If paid parking is required at the hotel the traveler is staying at, Darigold will reimburse for the cost of parking. However, valet parking is not covered unless it's the only option for parking at the hotel.

6. Meals

When traveling on company business the cost of meals should be reasonable to the city where you are conducting business. When a group is traveling together, the most senior employee is responsible for paying for the meal. All meal receipts need to be kept and submitted with your expense report.

7. **Car Rental**

The use of a rental car must be justified as a business need and not as a matter of personal convenience. The use of full-size cars is acceptable only when two or more employees are traveling together and sharing the rental car, or when it is necessary to have a larger vehicle for carrying clients or equipment.

Darigold is self-insured so travelers and passengers are covered; rental car insurance should be declined. Whenever possible, travelers should avoid any additional fees associated with car rental, including refueling the rental car to avoid the rental car agency refueling charge.

Please use your best judgment and share transportation whenever possible.

8. **Personal Car Usage Guidelines**

Employees may use their personal car for business purposes:

- If it is less expensive than renting a car, taking a taxi or alternate transportation.
- If driving your personal car is less expensive than renting, you will be reimbursed for the mileage according to the IRS rules for the miles driven beyond your normal commute.
- If it is more timely than taking public transportation

In the event a Darigold employee uses his/her personal automobile on company business and is involved in an accident, the employee's own personal automobile liability insurance will be called upon to provide primary insurance coverage. It is the personal responsibility of the vehicle owner to ensure that their auto insurance is in compliance with state laws.

9. **Airport Parking**

Off-site airport parking is recommended to avoid the higher costs of on-site airport parking. Please use good judgment when choosing where to park.

Off-site airport parking discount coupons for multiple parking locations are available online at USTravel's site: <http://www.ustravel.us/gateway/darigold>

10. **Airport Shuttle**

Please use your best judgment when taking airport shuttle to the airport as they are more expensive than parking fees and take longer with multiple passengers. Upon arrival at your destination, evaluate the most cost-effective transportation (e.g. taxi, shuttle, public transportation, and/or rental car).

Seattlelites: consider using light-rail to and from the airport as an alternative; this eliminates the need for parking, too. Note: Orca-passholders ride for free.

11. **Cancellations**

Airline, hotel and transportation reservation cancellations should be accomplished as soon as possible if there has been a change in travel plans. Travelers are responsible for canceling airline, hotel and rental car reservations. Any fees associated with the failure to cancel in a timely manner will be the responsibility of the traveler. If cancelling for personal purposes, any airline penalty fees, travel agency fees and other any other costs incurred due to the change are the responsibility of the traveler as guided by their manager. Additionally, the unused fare should be reported to USTravel.

Please note that hotel cancellation policies vary. If the cancellation is made directly with the hotel, employees should request and retain a cancellation number as documentation of the transaction.

12. **Rerouting**

When rerouting is required while on a trip, the employee should contact USTravel to request the change. Any additional expense or reduction in fare resulting from the change must be accounted for by the employee on their expense report. If rerouting is for personal purposes, any increase in airfare,

airline penalty fees, travel agency fees and other any other costs incurred due to the change are the responsibility of the traveler as guided by their manager.

13. Advances

Advances are allowed with authorization from your Director. The advance should cover projected travel expenditures and be accounted for in their expense reimbursement form.

- Advances may not be given more than 2 weeks before the expense is incurred (the beginning date for travel). Excess and unused advances must be returned with the Expense Report in the form of a check made out to Darigold.
- Cash advances received by employees from their personal credit cards are not considered advances issued by Darigold.
- Advances issued by Darigold for trips which are canceled prior to the trip must be returned to Darigold immediately. .
- Expense reports must be submitted and approved by your supervisor within 60 days of the return date for each individual trip.

14. Reimbursement Requirements

Travelers are responsible for submitting expenses that comply with this Policy while Managers are responsible for validating expenses in accordance with this Policy and then approving expenses.

The Accounts Payable Department is responsible for ensuring that any expense reimbursed by Darigold, is in compliance with this travel Policy.

In some cases there may be unusual situations not covered by this travel Policy. Any situation not covered by this Policy shall require approval by your Director.

Darigold requires that employees submit expenses to Accounts Payable in a reasonable period of time but no later 60 days after the expenses are incurred. The traveler's Expense Report must include the business purpose, amount spent, date and location. Darigold will reimburse employees for authorized approved business travel expenses which are received by Accounts Payable within 60 days of the expense date. Any business travel expense over 60 days old may be reimbursed by Darigold with a Vice President's authorization. Employees submitting expenses that are not in compliance with this Policy risk delayed, partial, or forfeited reimbursement. Cases of significant abuse may result in disciplinary action, including employee termination.

In order for employees to obtain reimbursement, travel expenses must be documented on a Darigold expense reimbursement report. Expense reports are available on-line at: <http://dgi/category.asp?CID=1204>, a hard copy is available from the Accounts Payable Department. In addition, employees are required to submit the airline itinerary issued by USTravel as part of their expense report documentation.

The employee's signature certifies that all expenditures listed on the expense report are clearly and correctly described, actual amounts in all instances are shown, and any expenses (over \$25) are supported by receipts in accordance with this Policy.