

Travel Arrangement Policy

Apollo has developed this policy to assist employees in accomplishing their objectives while traveling on business by implementing procedures designed to save time and effort, provide employees who must travel as part of their jobs with an acceptable level of services and comfort with minimum inconvenience, and to accomplish all of the above at the lowest reasonable cost and a high level of safety.

General Provisions:

- All business travel arrangements must be made through Corporate Travelers (CT):
- Dedicated Travel Consultants at CT:
 - o Justin Shapiro 206-903-0750
- 24/7/365 Emergency after-hours assistance: 855-393-8799 International 206-858-8666
- CT will provide a cost comparison for any non-business travel incorporated into a business trip.
- Travelers will provide a job number or GL account to the travel consultant at time of booking.
- Travelers will need to receive permission from their Vice President to have non-employees accompany them on business travel.
- This policy applies to all travel, even if you are driving to a destination and need overnight lodging.
- Employees may use CT to arrange personal travel and vacations and receive the same rates and discounts as business travel.

Air Travel:

- Travelers will provide destination arrival times and earliest return times and TL will provide the traveler with the lowest logical airfare. Logical infers reasonable number of stops and layover periods.
- All travel will be in economy class. Travelers may upgrade at their own cost or with use of reward miles.
- Travelers will be allowed to keep all their frequent flyer miles for personal use.
- Charges for changes allowing for the traveler to return early or to change flights for other business reasons will be covered by the company.
- Checked bag charges will be paid for by the company.

Lodging:

- Travelers will provide required days of check-in and check-out, CT will make reservations at a preferred hotel (Holiday Inn, Marriott, or equivalent property with negotiated rates) in close proximity to the location of the business activities. In the event of multiple preferred hotels in the vicinity or in the event of no preferred hotels in the vicinity, CT will provide the least costly option.
- Travelers are responsible for providing a credit card to CT for hotel guarantee.
- Travelers are responsible for calling the hotel and CT when plans change to avoid no-show fees.
- All lodging will be in standard rooms. Travelers may upgrade at their own cost or with use of reward points.

Vehicle Rentals:

- Travelers will provide the required days of vehicle use and number of people traveling; TL will make car rental reservations through National Car Rental.
- Travelers must be signed up for the National Car Rental Emerald Club Rewards Program
- When traveling alone, CT will provide vehicles in a mid-size category. For more people, luggage, or winter weather, CT will provide a least cost alternative that fits the need.
- Travelers must return rental cars with full fuel tanks.
- Travelers should decline rental insurance offered by the car rental agency.