



Dynarex Corporation Travel Policy

Purpose

To establish guidelines for employee business travel to ensure efficiency, cost-effectiveness, and employee satisfaction.

General Guidelines

- **Booking Agent:** JW Concierge Travel Services is the designated travel agent for all Dynarex corporate travel arrangements for all employees.
- **Prior Approval:** Any flight costing over \$700 requires prior approval from CEO.
- **Mileage Redemption:** When possible, use airline miles or points to reduce travel costs.
- **Flexible Travel:** Employees should be flexible with travel arrangements, including airports, airlines, hotels, and car rental companies.
- **Employee Comfort:** JW will prioritize employee comfort and satisfaction, especially in cases of travel disruptions or long layovers.

Flight Travel

- **Economy Class:** All flights should be booked in economy class, unless a specific business justification exists for a higher class of service.
- **Airport and Airline Preference:** While employee preferences will be considered, the primary focus is on cost-effectiveness and convenience. A slight premium may be approved to accommodate specific requests.
- **Flight Delays and Cancellations:** In cases of significant travel disruptions, JW will prioritize rebooking flights and accommodations to minimize inconvenience to the employee.

Hotel Accommodations

- **Hotel Category:** Employees should book accommodations at 3-star or higher hotels, unless a 2-star is the only option available.
- **Hotel Selection:** JW will select hotels based on location, amenities, and cost-effectiveness.
- **Specific Hotel Requests:** Specific hotel requests should be limited to situations where a conference or convention is being held at a particular hotel and the cost difference is reasonable.

Car Rentals

- **Vehicle Class:** Mid-size or larger vehicles should be rented, with SUV rentals in winter considered on a case-by-case basis.
- **Car Rental Company:** JW will typically select car rental companies based on cost, availability, and corporate partnerships.
- **Specific Car Rental Company Requests:** Specific requests for car rental companies may be accommodated in situations where the employee requires a specific loyalty program or rental status to minimize waiting times.



Additional Considerations

- **Cost-Effectiveness:** While employee comfort is important, cost-effectiveness should always be a primary consideration.
- **Emergency Situations:** In emergency situations, JW may deviate from standard policy to accommodate urgent travel needs.
- **Policy Review:** This policy will be reviewed periodically to ensure its continued relevance and effectiveness.

By following these guidelines, Dynarex Corporation aims to optimize travel expenses while providing comfortable and efficient travel experience for its employees.

I have read and understood the above.

SIGNATURE

DATE

NAME (Please Print)

PLEASE SIGN AND RETURN THIS ACKNOWLEDGMENT TO HUMAN RESOURCES.