

# Travel & Expense Management Policy

For The Vendors Of

Visit California



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## 1.0 Travel Policy Purpose and Enforcement

### 1.1 General

This document provides guidelines and establishes procedures for all Visit California vendors incurring business travel and entertainment expenses for the benefit of Visit California. All vendors are required to comply with these guidelines in order to receive reimbursement for any expense claims related to travel and entertainment on Visit California's behalf. When submitting invoices to claim reimbursement, it is expected that vendors will neither gain, nor lose, financially. This Travel and Expense Management Policy applies to business trips of less than 20 calendar days duration; otherwise, refer to the specific guidelines in Section 18.0 for Extended Stays/Temporary Assignments, which apply to trip of 20 calendar days or more.

### 1.2 Purpose

The purpose of these guidelines is to:

- Ensure all vendors have a clear and consistent understanding of policies and procedures for business travel and entertainment.
- Provide guidance regarding what expense types are, and are not, allowed while traveling or entertaining for the benefit of Visit California.
- Provide business travelers with a reasonable level of service, comfort and security at the lowest possible cost.
- Ensure that all authorized expenditures meet and comply with all requirements for the most favourable tax and expense treatment for Visit California.
- Ensure conformity of expenditures with Visit California Code of Business Conduct.

### 1.3 Responsibility

Each vendor of Visit California has stewardship responsibility for managing travel expenses, but in particular:

- All vendors are responsible for reading, understanding and complying with this policy and any additional related guidelines established by their specific region.
- All approvers (Management) are responsible for reviewing all invoices for accuracy and compliance to policy.
- The Accounts Payable Department is responsible for reviewing invoices for accuracy, required supporting documentation and compliance to policy.
- Visit California's management is responsible for establishment, maintenance, revision and publication of this policy and the administration of all processes and procedures needed to ensure compliance with this policy.

### 1.4 Enforcement

Visit California will reimburse vendors for all reasonable and necessary expenses while traveling on authorized Visit California business that are in compliance with the guidelines of the Travel and Entertainment Expense Management Policy, and the specific guidelines set forth in the vendor's contract.

- Visit California assumes no obligation to reimburse vendors for expenses that are not in compliance with this policy or the vendor's contract.
- Travelers and/or Expense Claim Approvers who do not comply with this policy may be subject to delay or withholding of reimbursement and / or cancellation of contract.

### 1.5 Exceptions to Policy

Exceptions, deviations or reimbursements for expenses that are not in compliance with this policy require the prior written approval of Visit California's CEO or COO.

Traveler non-compliance and lost savings will be recorded and related information will be provided to Visit California's Executives, including the CEO, Department Vice President, or COO, within the Data Privacy regulations permitted under individual country rules.

### 1.6 Contact Information for Travel Policy Issues

Please contact Visit California's COO with any questions, concerns or suggestions regarding this travel policy.

### 1.7 Policy Effective Date & Review

Effective date of this policy is **December 1, 2017**. This policy will be reviewed annually or as required, in order to ensure that the terms are current, fair and representative of relevant corporate and industry conditions. Visit California reserves the right to change this policy at any time, without prior notice.

## 2.0 Alternatives to Travel

E-Meetings, tele-conferencing and video-conferencing are effective alternatives to travel and represent an opportunity to significantly reduce travel costs as well as Visit California's impact on the environment leading to climate change. Every potential traveler should consider if the business objective could best be accomplished through the use of an e Meeting, teleconference or videoconference.

## 3.0 Consultants and Contractors

If a non-employee (contractor, consultant, employment applicant) is required to incur travel or entertainment expenses at the request of, and for the benefit of, Visit California, the guidelines and requirements of the Travel and Entertainment Expense Management Policy will apply to the vendor, with the following exceptions:

- Airline tickets are to be paid by the vendor and reimbursed by Visit California.
- Reimbursement of travel-related expenses will be based on an invoice submitted by the vendor to the Visit California Accounts Payable Department at [accountspayable@visitcalifornia.com](mailto:accountspayable@visitcalifornia.com) however; the invoiced amount must be supported by the documentation requirements of section 7.
- In no circumstance will personal travel expenses of either the contractor/consultant or a companion/spouse be reimbursable by Visit California.

## 4.0 Travel Arrangements

### 4.1 Emergency/En-Route Reservation Changes

All en-route changes must be documented on invoice as to the reason why a change was necessary or required.

### 4.2 Exceptions for Travelers with Special Needs

If the traveler requires accommodation beyond that permitted by the Travel and Expense Management Policy due to special needs or circumstance, the special requirements must be approved by Visit California's CEO or COO prior to booking any travel arrangements and recorded on the traveler's Traveler Profile for future reference.

## 5.0 Risk Management During Travel

### 5.1 International Travel Advisories

Safety and security are of primary importance when vendors are traveling on Visit California business. Travel advisories that restrict travel for safety or health purposes are issued regularly by local Government agencies.

### 5.2 Health Precautions/Immunizations

Vendors should be aware if immunizations are required based on travel destination.

- The traveler based on their medical situation is also advised to contact their personal physician to determine if an immunization or other medical intervention is recommended prior to travel.
- Immunization costs are reimbursable if required for business travel.

### 5.3 General Travel Safety Tips

While traveling:

- The traveler must ensure that company assets are safeguarded at all times, i.e. implement password protection (phones).
- Your laptop, wallet, cell phone and other high-tech gadgets are all targets. Be on the lookout for distraction, thefts, and do not leave your valuables unattended-even at airport security checkpoints.
- Carry emergency telephone numbers. An up-to-date list of emergency contacts should be kept with you (in your wallet, purse, briefcase, etc.) at all times.
- Leave the airport as soon as possible after deplaning. Disturbances are more likely to occur in public airport lobbies.
- Carry several days' supply of any medications on your person even on day trips. The rest can be kept in your luggage. Keep a note in your wallet listing your medications, their dosages, your physician's name and phone number and your blood type. If you are on a medication that requires an injection through a hypodermic needle, such as insulin, you will be required to present documentation from a physician.

## 6.0 Payment Methods

Vendors are to bill Visit California per the terms of their contract.

## 7.0 Invoicing and Reimbursement

### 7.1 Receipt Limits

Itemized receipts are required for all expenditures of \$75 or more.

### 7.2 Documentation Requirements

Travelers must provide the appropriate documentation as follows:

- Receipts for expenditures of \$50 or more, in order to claim reimbursement.
- All hotel folios (receipts) are required, or if booked online and folio is unavailable an online receipt showing payment was made is required.
- All invoices must state the business purpose.
- Evidence of any requisite pre-approvals must be attached to the invoice.
- Visit California will not reimburse any expenses without proper documentation.
- Electronic receipts are acceptable in lieu of original receipts, provided that the detail on the receipt includes the name of the payee, amount of the charge, transaction date and form of payment.
- Tear tabs are NOT acceptable receipts.
- When original receipts cannot be obtained or have been lost and all measures to obtain a duplicate receipt have been exhausted, a written statement should be provided explaining why such receipts are not being submitted with the invoice. These will be evaluated on a case-by-case basis and does not guarantee reimbursement above the \$50 limit. The statement must include a certification that the amount shown is the amount actually paid and that the traveler has not and will not seek reimbursement from any other source.

**Any attempt to alter receipts will result in loss of reimbursement and possible cancellation of contract.**

### 7.3 VAT Reclaim

Value Added Taxes may be “reclaimed” for certain business expenses incurred overseas, particularly in Europe. Visit California submits applications for VAT refunds annually. In addition to the standard receipts required for invoices, international travelers must provide receipts for the following business expenses: lodging, entertainment, gasoline, meals, car rentals, rail travel, conferences, trade shows, and training courses. Charge/credit cards receipts are not acceptable.

### 7.4 Converting Foreign Currencies

Expenses in foreign currencies are converted into local currency as follows:

- Expenses incurred and paid directly by the traveler are converted at the actual exchange rate and can be reported directly on the Invoice.
- Expenses paid by the traveler using cash or other form of payment will be converted using the previous monthly average exchange rate from Wells Fargo or xe.com obtained from our Accounts Payable Department.
- All expenses are required to be recorded in local currency, with the currency conversion rate clearly noted on the invoice and on all supporting receipts.
- If the amount claimed on the invoice is more or less than the amount of the attached receipts, a written statement explaining the differences must accompany the invoice.

### 7.5 Invoice Audits and Exception Reporting

Visit California Internal Audit will conduct basic processing audits to ensure compliance with financial authorities as well as confirming that receipts support all expenses. Random audits on completed invoices by Internal Audit will also be conducted on a regular basis concentrating on the type, reasonability and justification of expenses, with findings reports and recommendations submitted to the CEO.

Post Audits may be conducted from time-to-time based on special requests from department or senior leadership focusing on specific categories of expenses such as entertainment or miscellaneous expenses.

## 8.0 Air Travel

### **8.1 Advance Planning**

Requests for air travel reservations are required at least 14 days prior to planned departure.

### **8.2 Airline Class of Service**

All airline tickets will be issued in Coach/Economy Class only, with the following exceptions:

- For International trips with single flight segments of 8 hours or more, or total trip of 16 hours or more, travelers may book the equivalent of Economy Plus.
- When traveling on non-bartered tickets, travelers are permitted to use their own accrued frequent flyer mileage to upgrade from coach to either business or first class since there is no financial impact on Visit California.

### **8.3 Upgrades for Air Travel**

Upgrades at the expense of Visit California are NOT permitted. Upgrades are allowed at the traveler's personal expense. Vendors are not permitted to book air travel at a higher fare in order to use Frequent Flyer program privileges when a lower non-restrictive fare exists on the same flight.

### **8.4 Lowest Airfare Definition**

Travelers are required to book the lowest logical airfare that is determined using the following search criteria:

- Routing requires no more than one additional interim stop each way.
- When booking travel for a co-worker or manager, the time window for the departure/arrival must be no more than [2] hours before and [2] hours after the requested time. One stop & single connection flights are treated the same as non-stops for itinerary purposes, fare calculations, and lowest fare identification.
- Travelers may elect to fly a non-stop flight (over a lower-priced, connecting flight) provided that the additional cost is less than \$200 per direction of travel.
- The connecting flight would have added more than a 2-hour extension of travel time each way.

In determining the lowest logical airfare, the low fare alternatives considered will include, but not be limited to, the following:

- Preferred carrier
- Specially negotiated fares
- Non-refundable fares
- Penalty fares
- Connecting and one-stop flights
- Alternate airports
- Saturday night stay-over
- Advance purchase fares
- Group / meeting / training zone fares
- Lower cost non-preferred carriers

### **8.5 E-Tickets & Ticket Delivery**

To take advantage of the cost benefits and convenience:

- Travelers are required to use electronic tickets (E-Tickets).
- The traveler will be e-mailed/faxed the confirmation number and itinerary as per the Traveler Profile once travel arrangements are complete.
- At the airport, the E-ticket confirmation number will be required to receive a boarding pass.
- E-Ticket receipts must be maintained and attached to the invoice submitted for reimbursement.

### **8.6 Airline Frequent Flyer Programs**

Travelers may retain frequent flyer program benefits for personal use.

- Participation in a Frequent Flyer Program must not influence flight selection that would result in incremental cost to Visit California beyond the lowest available airfare, as required by this policy.
- The traveler is responsible for the record keeping, redemption and income tax implications of program rewards; Visit California will not intervene to resolve any frequent flyer program concerns, issues, etc.
- Any membership costs associated with a Frequent Flyer program are not reimbursable by Visit California.

### **8.7 Airline Club Memberships**

Airline club membership costs are not reimbursable.

### **8.8 Travel on Private and Charter Aircraft**

Business travel by Visit California vendors is restricted to corporate and commercial aircraft. Use of charter aircraft while on company business is prohibited unless approved by Visit California's CEO prior to booking.

### **8.9 Denied Boarding Compensation**

Airlines occasionally offer free tickets or cash allowances to compensate travelers for delays and inconvenience due to overbooking, flight cancellation, changes of equipment, etc. Travelers may volunteer for denied boarding compensation only if:

- The delay in their trip will not cause an increase in the cost of the trip, and
- The delay in their trip will not result in any interruption or loss of business.

### **8.10 Overnight Delays**

Should an airline delay or cancellation necessitate an unscheduled overnight stay:

- The traveler must first attempt to secure complimentary lodging from the airline.
- If required to book hotel, rates within the section 9.4 apply.

### **8.11 Weekend/Saturday Night Stay-Over**

Weekend hotel stays and expenses for vendor are reimbursable if:

- The airfare savings accrued to Visit California due to the Saturday night stay-over (including the cost of additional hotel and meal expenses) are at least \$100 less in comparison to the alternate itinerary.
- The traveler must remain at the same business city to qualify for this reimbursement.

### **8.12 Cancellations**

Travelers are responsible for cancelling air reservations by using the same method as their booking procedure (i.e. online booking tool).

### **8.13 Unused Airline Tickets**

Unused airline tickets or flight coupons must never be discarded or destroyed as these documents may have a cash value. To expedite refunds:

- Unused or partially used airline tickets must be returned immediately to the Designated Travel Agency.
- Unused tickets must NOT be returned to the airline directly.
- Travelers must NOT submit unused tickets with the expense reimbursement report.
- For unused e-tickets and non-refundable or penalty fares, contact the Designated Travel Agency.

### **8.14 Lost or Excess Baggage**

The ultimate responsibility for retrieving and compensating for lost baggage lies with the airlines. Visit California will not reimburse vendors for personal items lost while traveling on business.

### **8.15 Airport Parking**

Reimbursement for short-term (hourly) parking at airports is not permitted due to excessive cost. Travelers need to use daily, long-term or offsite parking and provide receipts for reimbursement. In all cases, the availability of airport shuttle service needs to be considered and used whenever possible. The cost of taxi or airport limousine service should be compared to the cost of parking and the lower cost alternative chosen.

### **8.16 Overnight Hotels prior to flight**

Travelers are authorized to stay at hotel near airport the evening prior (subject to rates in section 9.4) if flight leaves at 6:00 A.M. or earlier, or if the cost parking of airport parking and mileage reimbursement is more than the cost of hotel fly/park package.

## **9.0 Lodging**

### **9.1 Preferred Hotel Program**

Visit California does not have a designated Preferred Hotel program at this time.

### **9.2 Making Hotel Reservations**

All hotel reservations must be made directly with the hotel or through the Internet, in an effort to secure the best rate.

### **9.3 Hotel Payment Procedures**

Hotel costs must be paid upon departure. Travelers require a zero-balance receipt/folio statement upon checkout and must submit this documentation with the Invoice.

#### **9.4 Hotel Selection and Spending Guidelines**

Travelers are required to choose the most reasonable hotel that does not exceed Visit California’s tiered rates as defined below:

Maximum Nightly Rate – excluding taxes	Tier 1	Tier 2	Tier 3	Tier 4
Domestic	\$199	\$249	\$349	\$399
International	\$249	\$299	\$399	\$449

- Prior approval must be obtained from Visit California’s CEO, Vice Presidents, or COO for rates in excess of these amounts.
- Travelers will be reimbursed for actual hotel room costs as charged on the hotel invoice/folio.
- Travelers are required to verify the hotel room rate at check-in to avoid being overcharged. Travelers are encouraged to ask about the availability of special promotional rates at time of check-in; these rates are market-driven and can be lower than Visit California’s negotiated rate.
- It is the traveler’s responsibility to review and dispute any discrepancies he might encounter on his hotel bill.
- Travelers staying a week or longer should inquire about weekly/long-term discounts.

#### **9.5 Hotel Upgrades**

Travelers are required to reserve standard rooms only. Travelers may accept room upgrades to suites or executive floor rooms ONLY if the upgrade is at no additional cost to Visit California.

#### **9.6 Assured Reservations and Room Guarantee**

If the hotel has overbooked and a room is not available even though the room was guaranteed, it is the hotel’s responsibility to provide alternate accommodations at no incremental cost.

#### **9.7 Hotel Cancellation Procedures**

Travelers are responsible for cancelling hotel rooms and must either:

- Use the online booking tool to cancel their reservations; or
- Contact the Designated Travel Agency.

Travelers must request and record the cancellation number in case of billing disputes. Note: Cancellation deadlines are based on the local time of the property and may vary by property.

Travelers will not be reimbursed for “no-show” or cancellation charges unless there is sufficient evidence that the billing is in error, i.e., a cancellation number was obtained.

#### **9.8 Early Checkout Procedures**

If the traveler is required to check out earlier than stated on the reservation due to business requirements, any fee charged by the hotel for early checkout is reimbursable. The traveler should consult with the hotel reservations desk to determine if a checkout fee is applicable.

#### **9.9 Hotel Health and Fitness Center Charges**

Hotel and fitness center charges will not be reimbursed.

#### **9.10 Lodging in a Private Residence in Lieu of Hotel**

Travelers staying in a private residence with family or friends while traveling on business is allowed, however no reimbursement is allowed.

#### **9.11 Hotel Frequent Guest Programs**

Many hotels have frequent guest programs that reward travelers with free accommodations in exchange for a given number of paid room nights at the hotel. Travelers may retain awards from such programs for personal use. Participation in these programs must not influence hotel selection, which would result in incremental cost beyond Visit California’s specially negotiated rate. Any membership fees associated with joining these programs are not reimbursable. At no time will Visit California intervene in the reconciliation of hotel frequent guest program eligibility or coverage issues.



## 10.0 Car Rental

### **10.1 Preferred Rental Car Suppliers**

Visit California does not have a preferred rental car supplier at this time.

### **10.2 Making Car Rental Reservations**

- Vendors are permitted to make reservations directly with the supplier.
- The use of a rental vehicle is justified only when it is more economical than the local ground transportation alternative, taking safety and travel time into consideration. Personal convenience is NOT acceptable justification.
- Private sedan service with driver is not permitted unless approved in advance by Visit California's CEO or COO.
- Travelers must consider vehicle rental TO their destination when:
  - Driving is more cost-effective than airline or rail travel; or
  - Required to transport large or bulky materials.
- Travelers may rent a vehicle AT their destination when:
  - It is less expensive than other transportation modes such as taxis, airport limousines and airport shuttles; or
  - Entertaining customers; or
  - More than two (2) vendors are traveling together.

### **10.3 Rental Car Payment Procedures**

All travelers must pay for the invoiced cost of the rental. The car rental agreement and proof of payment must accompany the invoice.

- When picking up a rental car, travelers should check with the rental car customer service representative for any promotional rates, last-minute specials or free upgrades. Traveler should also inspect the car and note any existing damage on the contract before the vehicle is accepted.
- It is the traveler's responsibility to review and dispute any discrepancies encountered on the car rental invoice.

### **10.4 Rental Car Size Guidelines**

Intermediate size (or smaller) cars will be reimbursed for vendors traveling alone or in a group of up to three (3) vendors, unless extenuating circumstances (e.g., medical, physical, etc.) dictate otherwise. A full size vehicle is permitted if the traveler is required to transport bulky equipment or more than three (3) vendors travel together in a single vehicle. Approval prior to booking is required for any vehicle larger than Intermediate size by Visit California's CEO or COO.

### **10.5 Rental Car Upgrades**

Travelers may accept car rental upgrades only if there is no additional cost to Visit California.

### **10.6 Rental Car Accessories**

Costs associated with car accessories such as car seats, satellite radio, etc. are not reimbursable. Rental GPS systems will be reimbursed up to a maximum of \$10 per day.

### **10.7 Car Rental Insurance**

The traveler should accept all optional insurance premiums, including Collision Damage Waiver/Loss Damage Waiver. Travelers will not be liable for damage of rental car/personal injury when on business-related travel.

- Travelers should not use personal car insurance as their business-related car rental insurance.

### **10.8 Rental Car Cancellation Procedures**

Travelers are responsible for cancelling rental car reservations by using the same method as their booking procedure (i.e. online, contacting American Express Business Travel Services or the rental car agency directly). If the car rental agency is contacted directly, the traveler must request and record the cancellation number in case of billing disputes.

### **10.9 Returning Rental Cars and One Way Rentals**

All rental cars must be returned to the city of origin unless Visit California's CEO or Director of Finance has approved a one-way rental prior to travel. The vehicle must be returned in the condition received and at the specified time to avoid charges for damages or additional hours.

### **10.10 Refuelling Rental Car Prior to Return**

The rental vehicle must be returned with a full tank of gas to avoid refuelling fees by the car rental company.

- Fuel charges are reimbursable.
- The fill-up option must not be purchased.

### **10.11 Rental Car Accidents**

Should an accident occur while driving a rental car, travelers must immediately contact:

- Local authorities, as required; and
- Visit California's COO; and
- The rental car company.

The traveler is required to obtain and keep a copy of the accident report. The insurance company and car rental agency requires a written accident report and police report; in addition, the insurance company requires the final rental invoice, which includes the costs related to the accident. It is the traveler's responsibility to obtain these reports.

### **10.12 Parking and Toll Charges**

Necessary parking and toll charges are reimbursable.

### **10.13 Traffic and Parking Violations**

Traffic and parking violations while operating a rental vehicle or a personal vehicle for business purposes are not reimbursable.

## **11.0 Rail Travel**

### **11.1 Making Rail Travel Reservations**

Rail may be used when:

- It is less expensive than air travel and adds no more than one and a half hours to the total travel time.
- Total elapsed travel is less than if driving.

Travelers are responsible for cancelling rail reservations by using the same method as their booking procedure (i.e. online, contacting American Express Business Travel Services or contacting the rail company directly). If the Rail Company is contacted directly, the traveler must request and record the cancellation number in case of billing disputes.

### **11.2 Rail Travel Payment Procedures**

All travelers must use their personal funds to make all rail reservations and to pay for the tickets. Invoices with receipts are required for reimbursement. Unused tickets must be returned immediately to Rail Company for refund.

### **11.3 Class of Service – Rail Travel**

Rail travel must be booked in Coach/Economy class.

## **12.0 Other Transportation**

### **12.1 Personal Car Usage Guidelines**

Vendors may use their personal car for business purposes under the following conditions:

- If it is less expensive than renting a car, taking a taxi or alternate transportation; or
- If it is more timely than taking public transportation; or
- When transporting company goods for delivery.

Frequent use of personal vehicles for business is discouraged. It is the personal responsibility of the owner of a vehicle being used for business to carry adequate insurance coverage for their protection and for the protection of any passengers.

### **12.2 Reimbursement for Personal Car Usage**

Travelers will be reimbursed for business usage of personal cars at the Business Mileage Rate set by the United States Internal Revenue Service. Personal mileage reimbursement is intended to cover all costs related to operation of the vehicle including service, maintenance (gas, oil), insurance and depreciation. Mileage reimbursement excludes normal round trip to and from work, unless otherwise approved in writing. If a traveler chooses the option to drive instead of fly the reimbursement of mileage will not exceed the cost of an airline ticket, at time of reservation request. If driving v. flying is chosen, traveler must include a list of flights for dates of travel or no reimbursement will be given. Under no circumstances will Visit California reimburse a vendor for insurance premiums for a personal vehicle used for business purposes nor any damage resulting from an accident while using the vehicle for business purposes.

To be reimbursed for use of a personal car for business, travelers must provide on the invoice:

- Purpose of the trip
- Date and location
- Receipts for tolls and parking

- Mileage log, or online map with mileage (i.e. Google maps, MapQuest, etc.)

### **12.3 Other Ground Transportation**

The most economical mode of transportation must be used to and from airports, bus and rail terminals when the traveler is not accompanying a customer.

- Receipts must support all charges.
- Vendors traveling to the same location should share ground transportation to and from the airport whenever possible.
- The use of taxis is encouraged for local travel, where no other more economical means of transportation is available (i.e. airport shuttle/private car) or for short-term trips at foreign locations where ground transportation is anticipated to be only required for the trip to and from the airport and hotel.
- Travelers will be reimbursed for personal car mileage to and from the airport less their normal home-to-office-commute if the use of a personal vehicle is the most economical.
- Reimbursement for short-term parking at airports is not permitted due to excessive cost; travelers must use general, long term or offsite parking and provide receipts for reimbursement.
- Private limousines or car services should be used only when valid business reasons preclude the use of more economical modes of transportation. Approval by Visit California's CEO or COO prior to booking is required.
- Vendors may use ferries, car ferries or the Channel Tunnel where the total cost is less than air or rail fare to the same location and there is no loss of working hours.

## **13.0 Personal/Vacation Travel**

### **13.1 Combining Personal with Business Travel – General Guideline**

Personal/vacation travel may be combined with business travel:

- Provided there is no additional cost to Visit California.

Visit California will NOT pay for vacation expenses such as sightseeing, bus tours, souvenirs and personal expenses, such as movies, health club fees and meals.

### **13.2 Use of Company Negotiated Rates for Personal Travel**

- Negotiated air discounts can be used for personal travel, but the traveler is responsible for paying for all fee's associated with the personal travel.
- Negotiated hotel and rental car rates may be used for personal travel, but the traveler is responsible for paying for all fee's associated with the personal travel.

## **14.0 Meals & Entertainment**

### **14.1 Personal Meal Expenses**

Personal meals are defined as meal expenses incurred by the individual traveler when on an out-of-town business trip.

- Travelers will NOT be reimbursed for personal meals when in their home country unless allowed per the terms of the vendor's contract.
- Personal meal expenses will be reimbursed according to actual cost of meal.
- Meal expenses may be claimed within fifty (50) miles of the Visit California Office if:
  - Such expenses are a direct business benefit to Visit California, which can be clearly demonstrated and must be pre-approved by Visit California's Vice President, CEO, or COO with written documentation; and, all other criteria for claiming the meal are met.
  - The IRS recognizes that circumstances may require that meal limits may be exceeded, depending on the guests and location of the meal (both in domestic urban areas and international venues). As a result, Visit California policy is to request **itemized** justification for meals in excess of \$25.00 per person.
  - For entertainment expenses, amounts in excess of \$100 per person will also require justification and prior approval of Visit California's CEO or COO.

### **14.2 Spending Guidelines and Limits**

Travelers will be reimbursed for actual documented meal expenses (i.e. with proper receipts). These guidelines include taxes, delivery charges, and gratuities. Itemized receipts are required for any charge of \$75.00 or more:

	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</b>
Daily Meal Allowance	\$100	\$125	\$200	\$250

### **14.3 Business Meal Expenses**

Business Meals are defined as meals taken with customers or suppliers during which a specific business discussion or meeting takes place. Vendors will be reimbursed for business meal expenses according to actual and reasonable costs. Business meal expenses will be reimbursed only when the traveler can demonstrate a clear business purpose.

The invoice must provide:

- The specific business purpose of the meal.
- The name(s) and title(s) of all attendees.
- Name and location where meal/event took place.
- Visit California affiliation.
- Exact amount and date of the expense.
- Itemized receipt of all charges.

### **14.4 Entertaining Customers**

Entertainment includes events such as country clubs, theatres and sporting events, whereby a business discussion takes place during, immediately before or immediately after the event.

Entertainment expense is strictly limited to those vendors authorized to entertain customers, suppliers, or guests as part of normal business relationships. Travelers will be reimbursed for entertaining customers or suppliers:

- If the person entertained has a potential or actual business relationship with Visit California, or
- If the expenditure directly precedes, includes or follows a business discussion that would benefit Visit California.

The following documentation is required for invoicing:

- The specific business purpose of the meal
- The name(s) and title(s) of all attendees
- Name and location where meal/event took place
- Visit California Affiliation
- Exact amount and date of the expense
- Itemized receipt

### **14.5 Alcohol Consumption**

The consumption of alcohol during a personal meal, business meal or business entertainment is reimbursable within the guidelines set forth Section 14.2. Vendors are to fully consider the appropriateness of alcohol during company events and Visit California's liability when serving and/or consuming alcohol. Purchasing of alcohol for customers, suppliers, and guests is strictly limited to those vendors authorized in advance, to entertain customers, suppliers, or guests as part of normal business relationships.

### **14.6 Documentation and Government Tax Reporting Requirements**

Visit California vendors must submit an itemized receipt with the invoice for any individual meal, business meal or entertainment expense regardless of amount. Contractors or vendors are allowed to submit photocopies of the itemized receipt, but are encouraged to retain original for possible subsequent review. In addition, for business meal and entertainment expenses, the following documentation is required for taxation purposes, and must be recorded on the invoice:

- Names of individuals present, their titles and company name
- Name and location of where the meal or event took place
- Exact amount and date of the expense
- Specific business topic discussed

## **15.0 Tipping/Gratuities**

Gratuities for services such as those listed below will be reimbursed, based on the destination and quality of service rendered:

- Airport Skycap Porter \$1-2 per bag
- Bell Service/Porter \$1-2 per bag
- Valet Parking \$1-\$2 (if baggage, \$1-2 per bag)
- Lobby Attendant (None for opening doors or calling a taxi from the stand; \$1 for help with luggage or obtaining a taxi from the street)

- Housekeeping \$1-\$2 per day
- Taxi drivers 15% of the total fare
- Wait Staff 15% of the total bill (excluding taxes)
- Any tips considered excessive will not be reimbursed.

## **16.0 Travel-Related Telecom**

Telephone charges are not reimbursed by Visit California.

### **16.1 Mobile Phone and PDA Reimbursement**

Travelers will not be reimbursed for Mobile Phone or PDA costs.

### **16.2 Hotel/Airport Internet Access**

Visit California vendors will be reimbursed the actual cost of internet (Wired or Wi-Fi) at:

- The hotel where travelers are staying.
- Airports.

Traveler is encouraged to utilize free Wi-Fi whenever possible.

## **17.0 Travel Insurance**

### **17.1 Additional Travel Insurance Purchased by Travelers**

Visit California will NOT reimburse expenses for travel insurance coverage purchased by vendors.

### **17.2 Loss/Theft of Valuables While Traveling**

- If a loss of Visit California property occurs, the incident must be reported to Visit California’s COO immediately.
- If the loss is the result of theft a written report should be made to local law enforcement authorities and a copy of the report submitted to Visit California.
- For the loss or theft of personal property, vendors must file a claim with their personal property insurance company/agent to determine policy coverage. Visit California will NOT reimburse expenses for the loss or theft of personal items or valuables while traveling.

## **18.0 Extended Stay/Temporary Assignment**

An extended stay or temporary assignment is defined as 20 calendar days or more away from the traveler’s regular place of business, at the request of Visit California for purposes of carrying out Company-related activities. This type of assignment is subject to an individual contract and must contact Visit California’s COO for more detailed information.

## **19.0 Other Reimbursable & Non-Reimbursable Expenses**

### **19.1 Other Allowable Travel-Related Expenses**

The following incidental expenses, when directly related to business travel, may be reimbursable provided they are appropriate in the country incurred, and are identified separately and supported by receipts:

- |  |   |
|--|---|
| ▪ Laundry, dry-cleaning and valet services for trips in excess of 10 nights. | ▪ Personal car mileage  |
| ▪ Parking & tolls  | ▪ Seminar fees  |
| ▪ Gasoline for rental vehicles   | ▪ Taxies  |
| ▪ Business phone calls   | ▪ Visa and passport fees  |
| ▪ Ground transportation  | ▪ Immunization costs  |
| ▪ Currency conversion costs  | ▪ Emergency dependent care, if notification of need to travel is less than 48 hours, not to exceed \$100 per day or \$500/trip. |

### **19.2 Non-Reimbursable Expenses**

The following is a list of expenses, although not all-inclusive, that are NOT reimbursable:

- |   |                                      |   |
|---|--------------------------------------|---|
| ▪ Airline membership fees/dues          | ▪ Hotel room movies                  | ▪ Shoe shine, shoe repair                                 |
| ▪ Air, rail, car rental phone usage     | ▪ Hotel no-show/Cancellation Charges | ▪ Snacks or other meals beyond breakfast, lunch or dinner |
| ▪ Annual dues on a personal credit card | ▪ Hotel safe rentals                 | ▪ Snow removal, lawn care                                 |
|   | ▪ Interest charges for credit cards  | ▪ Social activities that involve other vendors            |

- Barber/hairstylist expenses
- Car washes
- Club memberships or fees
- Corporate card delinquency fees
- Credit card rewards plans membership fees or personal credit card fees
- Dependent care, unless less than 48 hours' notice of the need to travel was provided
- Donations to charity
- Expenses related to vacation or personal days while on a business trip for traveler or travel companion
- Kennel fees/Doggie day care
- Lost cash
- Lost personal items and valuables
- Lost tickets
- Loyalty or rewards programs membership fees
- Luggage, briefcases
- Movies
- Personal articles (toiletries, magazines)
- Personal entertainment
- Purchase of formal attire
- Routine car maintenance
- (celebrations or wedding or other personal events, birthdays, farewell parties, etc.)
- Souvenirs, personal gifts
- Spa services
- Supplementary personal life insurance or other insurance premiums
- Traffic & parking fines

20.0 Tiers by City

Tier 1

Domestic		International	
State	City	Country	City
AL	Birmingham	ARGENTINA	Cordoba
AL	Gulf Shores	ARGENTINA	Salta
AL	Huntsville	ARMENIA	Yerevan
AL	Mobile	AUSTRALIA	Brisbane
AL	Montgomery / Prattville	AUSTRALIA	Cairns
AR	Hot Springs	AUSTRALIA	Darwin, Northern Territory
AR	Little Rock	AUSTRALIA	Melbourne
AZ	Grand Canyon / Flagstaff	AUSTRALIA	Richmond, NSW
AZ	Kayenta	AUSTRIA	Linz
AZ	Phoenix / Scottsdale	AUSTRIA	Vienna
AZ	Sedona	BAHAMAS	Andros Island
AZ	Sierra Vista	BAHAMAS	Grand Bahama Island
AZ	Tucson	BARBADOS	Barbados
AZ	Yuma	BELGIUM	Brugge
CA	Antioch / Brentwood / Concord	BELGIUM	Brussels
CA	Barstow / Ontario / Victorville	BELGIUM	Gosselies
CA	Benicia / Dixon / Fairfield	BELGIUM	Kleine Brogel
CA	Death Valley	BELGIUM	Liege
CA	Eureka / Arcata / McKinleyville	BELGIUM	Mons
CA	Fresno	BELGIUM	SHAPE/Chievres
CA	Mammoth Lakes	BELIZE	Belize City
CA	Mill Valley / San Rafael / Novato	BELIZE	Belmopan
CA	Modesto	BELIZE	San Pedro
CA	Oakhurst	BRAZIL	Angra dos Reis
CA	Palm Springs	BRAZIL	Belem
CA	Point Arena / Gualala	BRAZIL	Belo Horizonte
CA	Redding	BRAZIL	Campinas
CA	Sacramento	BRAZIL	Campo Grande
CA	San Luis Obispo	BRAZIL	Foz do Iguacu
CA	Santa Cruz	BRAZIL	Goiania
CA	Santa Rosa	BRAZIL	Joao Pessoa
CA	South Lake Tahoe	BRAZIL	Manaus
CA	Tahoe City	BRAZIL	Natal
CA	Truckee	BRAZIL	Porto Alegre
CA	Visalia / Lemoore	BRAZIL	Recife, Pernambuco
CA	West Sacramento	BRAZIL	Sao Jose dos Campos
CA	Yosemite National Park	BRAZIL	Teresina
CO	Boulder / Broomfield	CANADA	Fredericton
CO	Colorado Springs	CANADA	Gander, Newfoundland
CO	Cortez	CANADA	London, Ontario
CO	Crested Butte / Gunnison	CANADA	Mississauga
CO	Douglas County	CANADA	Moncton
CO	Durango	CANADA	Northwest Territories
CO	Fort Collins / Loveland	CANADA	Ottawa
CO	Glenwood Springs / Grand Junction	CANADA	Prince Edward Island
CO	Montrose	CANADA	Regina, Saskatchewan
CO	Silverthorne / Breckenridge	CANADA	Richmond
CO	Steamboat Springs	CANADA	Saskatoon, Saskatchewan
CT	Bridgeport / Danbury	CANADA	Sidney

# Tier 1

Domestic		International	
CT	Cromwell / Old Saybrook	CANADA	St. John's, Newfoundland
CT	Hartford	CANADA	Victoria
CT	Lakeville / Salisbury	CANADA	Winnipeg
CT	New Haven	CHILE	Santiago
CT	New London / Groton	CHINA	Changchun
DE	Dover	CHINA	Chengdu
DE	Lewes	CHINA	Chongqing
DE	Wilmington	CHINA	Dalian
FL	Altamonte Springs	CHINA	Fuzhou
FL	Boca Raton / Delray Beach / Jupiter	CHINA	Guilin
FL	Bradenton	CHINA	Hangzhou
FL	Cocoa Beach	CHINA	Harbin
FL	Daytona Beach	CHINA	Jinan
FL	Fort Lauderdale	CHINA	Kunming
FL	Fort Myers	CHINA	Lhasa
FL	Fort Walton Beach / De Funiak Springs	CHINA	Lijiang
FL	Gainesville	CHINA	Nanjing
FL	Gulf Breeze	CHINA	Ningbo
FL	Jacksonville / Jacksonville Beach / Mayport Naval Station	CHINA	Qingdao
FL	Kissimmee	CHINA	Sanya
FL	Lakeland	CHINA	Shantou
FL	Naples	CHINA	Shenyang
FL	Ocala	CHINA	Suzhou
FL	Orlando	CHINA	Tianjin
FL	Panama City	CHINA	Urumqi
FL	Pensacola	CHINA	Wuhan
FL	Punta Gorda	CHINA	Xiamen
FL	Sarasota	CROATIA	Zagreb
FL	Sebring	CZECH REPUBLIC	Brno
FL	St. Augustine	FINLAND	Helsinki
FL	Stuart	FRANCE	Aix-en-Provence
FL	Tallahassee	FRANCE	Bordeaux
FL	Tampa / St. Petersburg	FRANCE	Clermont-Ferrand
FL	Vero Beach	FRANCE	Istres
GA	Athens	FRANCE	Le Havre
GA	Atlanta	FRANCE	Lille
GA	Augusta	FRANCE	Montpellier
GA	Columbus	FRANCE	Rennes
GA	Jekyll Island / Brunswick	GERMANY	Aachen
GA	Savannah	GERMANY	Chemnitz
IA	Cedar Rapids	GERMANY	Garmisch-Partenkirchen
IA	Dallas County	GERMANY	Leipzig
IA	Des Moines	GERMANY	Oberammergau
ID	Bonner's Ferry / Sandpoint	GERMANY	Weimar
ID	Coeur d'Alene	GREECE	Athens
ID	Driggs / Idaho Falls	GREECE	Iraklion (Crete)
ID	Sun Valley / Ketchum	INDIA	Agra
IL	Bolingbrook / Romeoville / Lemont	INDIA	Trivandrum
IL	O'Fallon / Fairview Heights / Collinsville	IRELAND	Cork
IL	Oak Brook Terrace	IRELAND	Galway
IL	Springfield	ITALY	Bolzano
		ITALY	Gaeta



# Tier 1

Domestic		International	
IN	Bloomington	ITALY	La Spezia
IN	Ft. Wayne	ITALY	Naples
IN	Hammond / Munster / Merrillville	ITALY	Pisa
IN	Indianapolis / Carmel	ITALY	Pordenone-Aviano
IN	Lafayette / West Lafayette	ITALY	Ravenna
IN	Michigan City	ITALY	Vicenza
IN	South Bend	JAPAN	Akashi
IN	Valparaiso / Burlington Beach	JAPAN	Amagasaki
KS	Kansas City / Overland Park	JAPAN	Akita
KS	Wichita	JAPAN	Aomori
KY	Boone County	JAPAN	Asahikawa
KY	Kenton County	JAPAN	Chitose
KY	Lexington	JAPAN	Fukui
KY	Louisville	JAPAN	Fukuyama
LA	Alexandria / Leesville / Natchitoches	JAPAN	Gifu
LA	Baton Rouge	JAPAN	Hiroshima
LA	Covington / Slidell	JAPAN	Kochi
LA	Lafayette	JAPAN	Komaki
MA	Andover	JAPAN	Kure
MA	Burlington / Woburn	JAPAN	Kushiro
MA	Falmouth	JAPAN	Matsue
MA	Hyannis	JAPAN	Matsuyama
MA	Northampton	JAPAN	Morioka
MA	Pittsfield	JAPAN	Nagoya
MA	Plymouth / Taunton / New Bedford	JAPAN	Obihiro
MA	Springfield	JAPAN	Oita
MA	Worcester	JAPAN	Okayama
MD	Aberdeen / Bel Air / Belcamp	JAPAN	Osaka-Kobe
MD	Annapolis	JAPAN	Otsu
MD	Baltimore County	JAPAN	Oyama
MD	Cambridge / St. Michaels	JAPAN	Sapporo
MD	Centreville	JAPAN	Sasebo
MD	Columbia	JAPAN	Shiga
MD	Frederick	JAPAN	Takamatsu
MD	Hagerstown	JAPAN	Tokushima
MD	La Plata / Indian Head / Waldorf	JAPAN	Tottori
MD	Lexington Park / Leonardtown / Lusby	JAPAN	Toyama
MD	Ocean City	JAPAN	Toyonaka
ME	Bar Harbor	JAPAN	Tsu
ME	Kennebunk / Kittery / Sanford	JAPAN	Wakayama
ME	Portland	JAPAN	Yamato
ME	Rockport	JAPAN	Yokohama
MI	Ann Arbor	JAPAN	Yokota
MI	Benton Harbor / St. Joseph / Stevensville	KOREA	Changwon
MI	Detroit	KOREA	Chinju
MI	East Lansing / Lansing	KOREA	Chongju
MI	Grand Rapids	KOREA	Chonju
MI	Holland	KOREA	Chung Ju
MI	Kalamazoo / Battle Creek	KOREA	Incheon
MI	Mackinac Island	KOREA	Kimhae
MI	Midland	KOREA	Kumi
MI	Mount Pleasant	KOREA	Kwangju

# Tier 1

Domestic		International	
MI	Muskegon	KOREA	Kyongju
MI	Petoskey	KOREA	Masan
MI	Pontiac / Auburn Hills	KOREA	Pohang
MI	South Haven	KOREA	Pyongtaek
MI	Traverse City and Leland	KOREA	Sokcho
MN	Duluth	KOREA	Taegu
MN	Eagan / Burnsville / Mendota Heights	KOREA	Taejon
MN	Minneapolis / St. Paul	KOREA	Uijongbu
MN	Rochester	KOREA	Ulsan
MO	Columbia	MEXICO	Acapulco
MO	Jefferson City	MEXICO	Campeche
MO	Kansas City	MEXICO	Chihuahua
MO	St. Louis	MEXICO	Ciudad Juarez
MO	St. Robert	MEXICO	Ciudad Victoria
MS	Gulfport / Biloxi	MEXICO	Colima
MS	Hattiesburg	MEXICO	Cozumel
MS	Oxford	MEXICO	Cuernavaca
MS	Southaven	MEXICO	Culiacan
MS	Starkville	MEXICO	Ensenada
MT	Big Sky / West Yellowstone	MEXICO	Guadalajara
MT	Butte	MEXICO	Hermosillo
MT	Helena	MEXICO	Huatulco
MT	Missoula / Polson / Kalispell	MEXICO	Ixtapa Zihuatanejo
NC	Asheville	MEXICO	La Paz
NC	Atlantic Beach / Morehead City	MEXICO	Manzanillo
NC	Chapel Hill	MEXICO	Matamoros
NC	Charlotte	MEXICO	Mazatlan
NC	Durham	MEXICO	Merida
NC	Fayetteville	MEXICO	Mexicali
NC	Greensboro	MEXICO	Monterrey
NC	Greenville	MEXICO	Morelia
NC	Kill Devil	MEXICO	Nogales
NC	New Bern / Havelock	MEXICO	Nuevo Laredo
NC	Raleigh	MEXICO	Playa del Carmen, Quintana Roo
NC	Wilmington	MEXICO	Puebla
NC	Winston-Salem	MEXICO	Puerto Penasco
NE	Omaha	MEXICO	Puerto Vallarta
NH	Concord	MEXICO	Queretaro
NH	Conway	MEXICO	San Carlos
NH	Durham	MEXICO	San Jose del Cabo
NH	Laconia	MEXICO	San Miguel de Allende
NH	Lebanon / Lincoln / West Lebanon	MEXICO	Tapachula
NH	Manchester	MEXICO	Tijuana
NH	Portsmouth	MEXICO	Veracruz
NJ	Atlantic City / Ocean City / Cape May	MEXICO	Zacatecas
NJ	Belle Mead	NEW ZEALAND	Auckland
NJ	Cherry Hill / Moorestown	NEW ZEALAND	Christchurch
NJ	Eatontown / Freehold	NEW ZEALAND	Queenstown
NJ	Edison / Piscataway	NEW ZEALAND	Rotarua
NJ	Flemington	NEW ZEALAND	Wellington
NJ	Newark	NORWAY	Oslo
NJ	Parsippany	POLAND	Gdansk

# Tier 1

Domestic		International	
NJ	Princeton / Trenton	POLAND	Warsaw
NJ	Springfield / Cranford / New Providence	POLAND	Wroclaw
NJ	Toms River	POLAND	Zakopane
NM	Albuquerque	PORTUGAL	Cascais
NM	Las Cruces	PORTUGAL	Estoril
NM	Los Alamos	PORTUGAL	Faial Island
NM	Santa Fe	PORTUGAL	Lisbon
NM	Taos	PORTUGAL	Madeira Islands
NV	Incline Village / Reno / Sparks	PORTUGAL	Oeiras
NV	Stateline, Carson City	PORTUGAL	Oporto
NY	Albany	PORTUGAL	Ponta Delgada
NY	Binghamton / Owego	PORTUGAL	Sao Miguel Island
NY	Buffalo	SPAIN	Almeria
NY	Floral Park / Garden City / Great Neck	SPAIN	Bilbao
NY	Glens Falls	SPAIN	Fuengirola
NY	Ithaca / Waterloo / Romulus	SPAIN	La Coruna
NY	Kingston	SPAIN	Malaga
NY	Lake Placid	SPAIN	Marbella
NY	Niagara Falls	SPAIN	Oviedo
NY	Nyack / Palisades	SPAIN	San Sebastian
NY	Poughkeepsie	SPAIN	Santa Cruz de Tenerife
NY	Riverhead / Ronkonkoma / Melville	SPAIN	Seville
NY	Rochester	SPAIN	Valencia
NY	Saratoga Springs / Schenectady	SPAIN	Vigo
NY	Syracuse / Oswego	UNITED KINGDOM	[Other]
NY	Troy	UNITED KINGDOM	Birmingham
NY	West Point	UNITED KINGDOM	Cheltenham
OH	Akron	UNITED KINGDOM	Glasgow
OH	Canton	UNITED KINGDOM	Harrogate
OH	Cincinnati	UNITED KINGDOM	High Wycombe
OH	Cleveland	UNITED KINGDOM	Liverpool
OH	Columbus	UNITED KINGDOM	Loudwater
OH	Dayton / Fairborn	UNITED KINGDOM	Menwith Hill
OH	Hamilton	UNITED KINGDOM	Oxford
OH	Medina / Wooster	UNITED KINGDOM	Portsmouth
OH	Mentor		
OH	Sandusky / Bellevue		
OH	Youngstown		
OK	Oklahoma City		
OR	Ashland / Crater Lake		
OR	Beaverton		
OR	Bend		
OR	Clackamas		
OR	Eugene / Florence		
OR	Lincoln City		
OR	Seaside		
PA	Allentown / Easton / Bethlehem		
PA	Bucks County		
PA	Chester / Radnor / Essington		
PA	Erie		
PA	Gettysburg		
PA	Harrisburg / Hershey		

# Tier 1

Domestic		International
PA	Lancaster	
PA	Malvern / Frazer / Berwyn	
PA	Mechanicsburg	
PA	Montgomery County	
PA	Pittsburgh	
PA	Reading	
PA	Scranton	
PA	State College	
RI	East Greenwich / Warwick / North Kingstown	
RI	Providence / Bristol	
SC	Aiken	
SC	Columbia	
SC	Greenville	
SC	Hilton Head	
SC	Myrtle Beach	
SD	Hot Springs	
SD	Rapid City	
SD	Sturgis / Spearfish	
TN	Brentwood / Franklin	
TN	Chattanooga	
TN	Knoxville	
TN	Memphis	
TN	Oak Ridge	
TX	Austin	
TX	Beaumont	
TX	College Station	
TX	Corpus Christi	
TX	Dallas	
TX	El Paso	
TX	Galveston	
TX	Greenville	
TX	Houston (L.B. Johnson Space Center)	
TX	Laredo	
TX	McAllen	
TX	Midland	
TX	Plano	
TX	Round Rock	
TX	San Antonio	
TX	South Padre Island	
TX	Waco	
UT	Park City	
UT	Provo	
UT	Salt Lake City	
VA	Abingdon	
VA	Blacksburg	
VA	Charlottesville	
VA	Chesapeake / Suffolk	
VA	Chesterfield / Henrico Counties	
VA	Fredericksburg	
VA	Loudoun County	
VA	Lynchburg	

# Tier 1

Domestic		International
VA	Norfolk / Portsmouth	
VA	Prince William County / Manassas	
VA	Richmond	
VA	Roanoke	
VA	Virginia Beach	
VA	Wallops Island	
VA	Warrenton	
VA	Williamsburg / York	
VT	Burlington / St. Albans	
VT	Manchester	
VT	Middlebury	
VT	Montpelier	
VT	Stowe	
VT	White River Junction	
WA	Anacortes / Coupeville / Oak Harbor	
WA	Everett / Lynnwood	
WA	Ocean Shores	
WA	Olympia / Tumwater	
WA	Port Angeles / Port Townsend	
WA	Richland	
WA	Spokane	
WA	Tacoma	
WI	Appleton	
WI	Brookfield / Racine	
WI	Lake Geneva	
WI	Madison	
WI	Milwaukee	
WI	Sheboygan	
WI	Sturgeon Bay	
WI	Wisconsin Dells	
WV	Charleston	
WV	Morgantown	
WV	Shepherdstown	
WV	Wheeling	
WY	Cody	
WY	Evanston / Rock Springs	
WY	Gillette	
WY	Jackson / Pinedale	
WY	Sheridan	

## Tier 2

Domestic		International	
State	City	Country	City
CA	San Diego	ARGENTINA	Buenos Aires
CA	San Mateo / Foster City / Belmont	CANADA	Calgary
CO	Denver / Aurora	CANADA	Fort McMurray, Alberta
CO	Telluride	CANADA	Montreal
FL	Miami	CANADA	Quebec
LA	New Orleans	CANADA	Vancouver
NV	Las Vegas	CHINA	Guangzhou
NY	Tarrytown / White Plains / New Rochelle	DENMARK	Copenhagen
OR	Portland	DENMARK	Lyngby
PA	Philadelphia	FRANCE	Lyon
RI	Jamestown / Middletown / Newport	FRANCE	Marseille
SC	Charleston	FRANCE	Nice
TN	Nashville	FRANCE	Strasbourg
TX	Arlington / Fort Worth / Grapevine	FRANCE	Toulouse
WA	Seattle	GERMANY	Berlin
WA	Vancouver	GERMANY	Boeblingen
		GERMANY	Bonames
		GERMANY	Cologne
		GERMANY	Dresden
		GERMANY	Duesseldorf
		GERMANY	Echterdingen
		GERMANY	Eschborn
		GERMANY	Esslingen
		GERMANY	Frankfurt am Main
		GERMANY	Hamburg
		GERMANY	Herongen
		GERMANY	Herzogenaurach
		GERMANY	Hoechst
		GERMANY	Kalkar
		GERMANY	Kornwestheim
		GERMANY	Ludwigsburg
		GERMANY	Moenchen-Gladbach
		GERMANY	Munich
		GERMANY	Nellingen
		GERMANY	Offenbach
		GERMANY	Roedelheim
		GERMANY	Sindelfingen
		GERMANY	Stuttgart
		GERMANY	Tuebingen
		GERMANY	Twisteden
		INDIA	Hyderabad
		IRELAND	Dublin
		ITALY	Genoa
		ITALY	Palermo
		ITALY	Trieste
		ITALY	Turin
		JAPAN	Kurashiki
		JAPAN	Miyazaki City
		JAPAN	Nagasaki
		JAPAN	Okinawa Prefecture
		KOREA	Cheju

## Tier 2

Domestic	International	
	KOREA	Pusan
	KOREA	Seoul
	MEXICO	Cancun
	MEXICO	Mexico City, D.F.
	SPAIN	Barcelona
	SPAIN	Madrid
	SPAIN	Zaragoza
	SWEDEN	Stockholm
	SWITZERLAND	Basel
	SWITZERLAND	Lugano
	UNITED KINGDOM	Belfast
	UNITED KINGDOM	Bristol
	UNITED KINGDOM	Caversham
	UNITED KINGDOM	Edinburgh
	UNITED KINGDOM	Gatwick
	UNITED KINGDOM	Horley
	UNITED KINGDOM	Manchester
	UNITED KINGDOM	Reading
	VENEZUELA	Valencia

## Tier 3

Domestic		International	
CA	Oakland	<u>Country</u>	<u>City</u>
CA	Monterey	AUSTRALIA	Sydney
CA	Santa Monica	BRAZIL	Sao Paulo
CA	Sunnyvale/Palo Alto/San Jose	CHINA	Beijing
CO	Aspen	CHINA	Shanghai
FL	Key West	CHINA	Shenzhen
IL	Chicago	CROATIA	Split
MA	Martha's Vineyard	CZECH REPUBLIC	Prague
		INDIA	Kolkata
		INDIA	New Delhi
		ITALY	Bologna
		ITALY	Florence
		ITALY	Milan
		ITALY	Siena
		JAPAN	Awashima
		JAPAN	Kyoto
		MEXICO	Cabo San Lucas
		SWITZERLAND	Bern
		SWITZERLAND	Klostern



## Tier 4

Domestic		International	
CA	Los Angeles	BRAZIL	Rio De Janeiro
CA	Napa	CANADA	Toronto
CA	San Francisco	CAYMAN ISLANDS	Cayman Islands
CA	Santa Barbara	FRANCE	Paris
CO	Vail	FRANCE	Cannes
DC	District of Columbia	ITALY	Capri
MA	Boston / Cambridge	ITALY	Como
MA	Nantucket	ITALY	Rome
NY	Manhattan (includes the boroughs of Manhattan, Brooklyn, the Bronx, Queens and Staten Island)	ITALY	Venice
		JAPAN	Tokyo
		SWITZERLAND	Davos
		SWITZERLAND	Geneva
		SWITZERLAND	Montreux
		SWITZERLAND	Zurich
		UNITED ARAB EMIRATES	Abu Dhabi
		UNITED ARAB EMIRATES	Dubai
		UNITED KINGDOM	Crawley
		UNITED KINGDOM	London
		VENEZUELA	Caracas