



Travel & Expense Policy

Revision Date: 05/2026

Policy Owner: Accounting & Finance

Purpose

- Chuze covers or reimburses employees for reasonable and necessary expenses incurred during approved work-related travel.

Scope

- All Chuze employees.

Policy

1. General Guidelines

Overview

Employees seeking reimbursement or utilizing their company expense card should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when it has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, the expectation is that the most conservative course of action will be taken.

Authorization And Responsibility

Company travel expenses and reimbursements must be pre-authorized.

Travelers must submit any reimbursement requests and supporting documentation as needed within 30 days of completion of a trip. Designated approvers are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

Company-Approved Travel Management Company

Chuze Fitness has engaged Navan to assist with booking and expensing company travel. When possible, company travel should be booked through Navan before utilizing other booking options.

What you need to know:

- **Trip Names/Purpose:** These are necessary! This helps us identify your travel and assists us with budgeting: Name - Destination – Reason (EX: Devin - Albuquerque - Ops Support)
- **Changing/Canceling your travel plans:** Contact Navan by phone (844-718-7773) or via the app. They can change your travel plans for you AND save you an extra Trip fee. Navan will also manage cancellations for you with all carriers. The support team is available 24/7.
- **Travel Approvals:** Travel booked through Navan is automatically approved as long as it is booked within certain parameters (i.e. specific pricing, 10-14+ days in advance, etc.). If travel is booked outside of these parameters, an email will be sent to the assigned “Approver.” Approvers have 24 hours to cancel a trip at no cost.
- **Trip Fees:** A \$17 fee will be applied to each “Trip”, so make sure you designate all parts of travel (flight/hotel/car rental) under the same Trip name. These fees are nonrefundable.
- **“Pay Now” versus “Pay at Hotel” Hotels:** All rooms will state whether you are booking a room as “Pay Now” or “Pay at Hotel”. If you select a room that is “Pay at Hotel”, you need to provide a card at the time of travel to be charged



for the hotel in full. In both cases, Hotels will require a card on file at the time of travel for incidentals. For travelers without a company expense card, contact hr@chuzefitness.com. We will contact the hotel directly to handle this.

- **Loyalty Programs and Rewards:** You can earn points or rewards through most carrier loyalty programs (like Southwest Rapid Rewards), just make sure that (1) your loyalty information is entered in your traveler profile, and (2) the room/etc. you select says "Club Status + Point" under "Options".
- **Rental Car Company Corporate Accounts:** We have a company account with National and Enterprise. Travelers should still keep receipts or records from their travel in case they are needed for reference later. [You will need to create an Emerald account to sign up for this program.](#)
- **Payment Options:** The default card on file is a company credit card. You may use this card for all travel, or you may use your own company expense card.
- **Earn Rewards for Helping Us Save:** When you book hotels below the "Price to Beat", you can earn rewards for yourself! Rewards will show up in your account only after the trip is complete. Then you will be able to redeem the rewards for things you like. Rewards do not get transferred or paid out after an employee is no longer with Chuze Fitness. The term "vested" as used for Navan is not the same as when used for 401k or other employee benefits. Rewards apply to current employees only.

Time Constituted on the Clock

Extended travel. If an employee is required to travel out of town for work-related purposes, the time spent traveling to and from the out-of-town location, including all time spent as a passenger on an airplane, train, bus, taxicab or car, is considered work time; however, any time the employee spends engaged in personal activities (such as meal time, sleeping, sightseeing or watching television) will not count as work time.

2. Transportation

DRIVER ELIGIBILITY AND MOTOR VEHICLE RECORD (MVR) REQUIREMENTS

Employees whose roles require them to operate a motor vehicle on behalf of the company, or while conducting company business during work time (excluding normal commute to and from their primary work location), must meet company driver eligibility standards.

As a condition of performing these duties, employees will be required to submit valid driver's license information to the company for the purpose of obtaining and reviewing a Motor Vehicle Record (MVR). This review is used to determine eligibility to drive for company business.

Eligibility to drive on behalf of the company is contingent upon maintaining an acceptable driving record, as determined by the company and/or its insurance providers. The company reserves the right to deny, suspend, or revoke driving privileges for employees whose MVR reflects violations, suspensions, or other risk factors deemed unacceptable.

Employees must immediately notify their manager if their driver's license is suspended, revoked, expired, or otherwise restricted. Failure to maintain a valid driver's license or an acceptable driving record may impact an employee's ability to perform job responsibilities and may result in reassignment or disciplinary action, up to and including termination.

The company may periodically re-run MVR checks to ensure ongoing compliance with driver eligibility requirements.

MILEAGE REIMBURSEMENT

○ Requesting Reimbursement

All reimbursable mileage should be requested via the "Mileage Reimbursement Request Form" that is available on MyChuze > Manager Resources > Reimbursements > [Mileage Reimbursement Form](#). All reimbursement requests must be submitted no later than 10 am PST on a payroll Monday in order to be paid on that Friday's check, any requests submitted after that will not be paid out until the following paycheck. It is the employee's responsibility to



submit all qualifying mileage for reimbursement in accordance with this policy, and to include any approved toll road charges or necessary parking fees incurred while performing work-related duties.

If your intended travel will be greater than 100 miles, it is likely more efficient to rent.

Employees using rental and company owned vehicles are not eligible for mileage reimbursement.

○ **Fixed Primary Location and Standard Mileage Calculation**

Mileage reimbursement eligibility and calculation differ by employee level as outlined below:

● **Club-Level Employees - Fixed Primary Location**

- The fixed primary location is the home club location.
- Standard mileage is calculated as the round-trip distance between the employee's home and their fixed primary location.
- This standard mileage is deducted from total daily mileage to determine reimbursable miles.

● **District-Level Employees - Fixed Primary Location**

- The fixed primary location is the closest club within the employee's district.
- Standard mileage is calculated as the round-trip distance between the employee's home and their fixed primary location.
- This standard mileage is deducted from total daily mileage to determine reimbursable miles.
- **Note:**
 - *Payroll will maintain and apply the standard mileage values for each employee. Payroll must be notified as soon as possible for any changes to an employee's home address.*
 - *If an employee initiates a move that places them farther from their fixed primary location, their standard daily miles will update to the new commute distance. The company will not reimburse additional miles created by a personal decision to relocate.*

● **Regional-Level Employees - No Fixed Primary Location**

- Mileage will be reimbursed for all business-related travel from an employee's home to and between any work-related locations within the region they oversee.
- Standard mileage will be zero.
- **Note:**
 - *If the employee is provided a company car, mileage reimbursement does not apply.*
 - *If the company car is no longer available, reimbursement resumes unless a formal car policy is in place.*

● **VP+ and Office-Based Employees - Mixed Primary Location**

- The office is considered the fixed primary location.
- Mileage to and from the office on in-office days is not reimbursed.
- Mileage to club locations is reimbursed for work-related travel.

AIR TRAVEL

Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs.

○ **Booking Travel**

All air travel should be booked through the company-approved travel management company, unless otherwise pre-approved by their department director. If an employee does not have a login to the travel management site, contact HR@chuzefitness.com to help with facilitating this booking. Travelers are encouraged to book air travel as soon as possible, or at least 30 days in advance, to avoid premium airfare pricing.



- **Authorization**
 - Operations and Kids' Club - Travel requests for club level employees must be pre-approved by their department director, and should be requested/booked by their district management team.
 - Fitness - Travel requests for all fitness department employees must be requested at least 2 weeks in advance and approved by their department director.
 - Office/Other - Travel requests for office employees must be pre-approved by their department director or Chief. Office employees may book their own travel via the company approved travel management site.
- **Airport Parking**

Airport parking may be used and eligible for expense/reimbursement only if it is more cost effective than other modes of transportation to the airport.
- **Other**

Any travel points/rewards the employee earns is theirs to keep.

GROUND TRANSPORTATION (excludes car rentals)

Travelers are expected to obtain the lowest available transportation that reasonably meets business travel needs.

- **When to Utilize**

Ground Transportation includes rideshares (like Uber and Lyft), cabs, trains and van or shuttle services. Ground transportation should be used for short/infrequent trips, or when renting a car or securing other transportation is less budget friendly.
- **Booking and Expensing**

Ground transportations should be charged to a company expense card, submitted for personal reimbursement, or booked through the company approved travel management site. A reasonable tip may be included. Egregious tips are the responsibility of the traveler.

CAR RENTALS

A valid driver's license issued within the United States is required for expenses to be reimbursed. Employees should decline all insurance options when renting vehicles for company business as Chuze has coverage through our company auto policy. A copy of Chuze's [Proof of Coverage](#) should be printed and kept with you when operating a rental vehicle. Please note that only those persons listed on the rental car agreement are authorized to drive the rental car.

- **When to Rent a Car**

Employees should rent a car to get to their destination when driving is more cost effective than airline travel.

Employees may rent a car at their destination when:

 - It is less expensive than other transportation modes such as Uber or Lyft.
 - More than 2 employees are traveling together.
 - Employees are traveling to multiple locations once they reach their destination.
 - If your intended travel will be greater than 100 miles, it likely is more efficient to rent.
- **Booking and Expensing**

Rental car reservations should be made through the company approved travel management site. If an employee does not have a login to the travel management site, contact HR@chuzefitness.com to help with facilitating this booking.



When picking up a rental car, employees should try to use our preferred partner, National or Enterprise as there are pre-negotiated rates.

○ **At the Time of Rental**

The vehicle should be inspected and any damage found should be noted on the contract before the vehicle is accepted. To eliminate the fuel surcharge imposed by rental agencies, the employee should make every attempt to return the vehicle with a full tank of gas. Cost of refueling may be charged to a company expense card or submitted for personal reimbursement.

○ **Driving Behavior and Conduct**

- Do not talk or text while driving unless using a hands free device, or as according to State/Federal laws.
- Employees shall obey **ALL** traffic laws (drive within the safe speed limit, parking in designated parking spaces, not drink & drive, not drive recklessly, etc.).
- Employees are not permitted, **under any circumstances**, to operate the rental vehicle or a personal vehicle for company business when any physical or mental impairment causes the employee to be unable to drive safely.
- Employees shall not operate any company vehicle at any time while using or consuming alcohol, illegal drugs or prescription medications that may affect his/her ability to drive. These prohibitions include circumstances
- where the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, or intoxication.
- Employees shall not drive while sleep deprived or tired.
- The vehicle should always be treated as the driver's own vehicle and the necessary security precautions should be taken when parking the vehicle.
- When the vehicle is not in use, the employee agrees to secure the vehicle by making sure all windows and doors are locked.
- Employees will refrain from leaving valuables in the vehicle or in plain view to prevent criminal activity from occurring.

○ **Accidents**

Should an employee be involved in an accident, accident reports are to be made directly to the rental agency, with a copy provided to the employee's manager.

If you are in an accident:

- CHECK YOURSELF FOR INJURIES.
- CHECK ON THE WELL-BEING OF YOUR PASSENGERS.
- GET TO SAFETY.
- CALL 911.
- WAIT FOR HELP.
- EXCHANGE INFORMATION.
 - Full name and contact information
 - Insurance company and policy number
 - Driver's license and license plate number
 - Type, color and model of vehicle
 - Location of accident
 - DO NOT discuss fault when going over the facts with the other driver.
- DOCUMENT THE ACCIDENT.
 - If there is a police report, get a copy.
 - Take pictures of the vehicle from different angles, showing the damage done to both cars.



- If there were any witnesses to the accident, take down their names and their contact information, as well.
- Rental company accident report
- Rental agreement
- Police accident report
- Information on the other driver(s), including name, driver's license number, automobile license number and insurance information.
- Chuze accident report (can be obtained from The Corporate Risk Management Department)
- NOTIFY compliance@chuzefitness.com.

3. Lodging

RESERVATIONS

All hotel reservations should be booked through the company-approved travel management company, unless otherwise pre-approved by their department director. If an employee does not have a login to the travel management site, contact HR@chuzefitness.com to help with facilitating this travel booking.

If proper cancellation steps are not followed or the company incurs "no show" charges, employees may be responsible for any applicable cancellation or "no-show" charges unless there is sufficient proof that the billing is in error or due to unavoidable circumstances.

CANCELLATIONS

Before canceling a trip, employees should make an effort to reschedule their trip for another date. This will help us to avoid multiple fees for rebookings. If a cancellation is necessary, the request should be made through the company-approved travel management company. Employees should request and record the cancellation confirmation number in case of any billing disputes. If for some reason the company-approved travel management company is unavailable (please give them a little time when contacting them outside of business hours), the employee may contact the hotel directly, once again requesting the cancellation number for future reference.

Employees should note that cancellation deadlines are based on the local time of the property. Check the itinerary to verify the cancellation deadline.

LAUNDRY AND OTHER

Reasonable laundry service will be reimbursable if travel exceeds 5 days. Sport or gift shop and personal entertainment expenses (e.g. in-room movies) are not reimbursable.

4. Meals (Business, Personal, Per Diem)

BUSINESS MEALS

A business meal is a meal with other company employees and/or third parties, whether while traveling or local, at which business is the main topic of discussion. Note that a meal with co-workers casually talking about work does not constitute a business meal.

The purchase of business meals should be pre-approved by the employee's manager and charged to a company expense card. To avoid circular approvals, the more senior employee should incur the cost of the business meal. A personal charge is a last resort and should be submitted for reimbursement. Receipts and other relevant documentation (such as the names, and company, if applicable, of all attendees) must be submitted with the expense report or reimbursement request.

Meals should be reasonably priced and must not be extravagant. Per person amounts found to be unreasonable will require sufficient justification for approval. A reasonable tip may be included. Egregious tips are the responsibility of the traveler.



PERSONAL MEALS

A personal meal is a meal consumed while traveling on company business, by one or more employees, at which Chuze business discussion is not the main purpose of the meeting. Personal Meals are for when employees with a company credit card travel for business or are away from their home district for 9 hours or more in a single day.

Chuze will cover the reasonable and customary cost of employees' personal meals while traveling. Reimbursement is allowed for employee meals only; meals for spouses or companions are not reimbursable. A company expense card should be used if possible. If a company expense card is not available, you may submit a request for diem reimbursement.. Receipts and other relevant documentation must be submitted with the expense report or reimbursement request.

Meals should be reasonably priced and must not be extravagant. Per person amounts found to be unreasonable may require sufficient justification for approval. A reasonable tip may be included. Egregious tips are the responsibility of the traveler. If breakfast is included with a hotel stay, employees should utilize this included breakfast instead of incurring a personal meal.

PER DIEM

Per Diem is the reimbursement for meals and incidentals (breakfast, lunch, dinner, snacks and tips) at a flat daily rate. Employees who do not have a company expense card are eligible for per diem when traveling outside of their district for overnight/multi-day travel. This eliminates the need for the employee to maintain receipts for these types of expenses. The actual costs for the meals and incidentals are not reimbursed, only the flat rate which is currently \$40 per day.

Receipts are not required for per diem allowances. Per diem allowances are reimbursed after the trip is completed.

Employees with a company expense card approved for use for travel are not eligible for per diem reimbursement.

5. Other

PERSONAL TRAVEL IN CONJUNCTION WITH BUSINESS TRAVEL

In cases in which vacation or personal time is added to a business trip, travel arrangements should not be a detriment to the company. Employees are responsible for all costs associated with their vacation or personal travel. Personal travel must be booked separately from company travel. If there are cost savings associated with booking the two together, preapproval may be requested from HR at HR@chuzefitness.com. If booked together, it is the employee's responsibility to communicate with HR any cost variances that they are responsible for and therefore should not be reimbursed for or, if pre-paid by Chuze, need to repay Chuze.

EXCEPTIONS

Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be pre-approved by their department VP or Chief.

TRAVEL ADVANCES

Cash advances may be authorized for specific situations that might cause undue financial hardship for business travelers. Requests can be made to the department VP or Chief, and final approval from CFO.

Expenses associated with the travel must be reconciled and substantiated within 30 days of the return date. The traveler must repay Chuze Fitness for any advances in excess of the approved reimbursable expenses.



RIGHT TO DENY OR ADJUST REIMBURSEMENTS

Chuze reserves the right to deny or adjust any reimbursement request that does not comply with this policy, lacks sufficient documentation, or is deemed unreasonable, excessive, or not business-related.

POLICY INTERPRETATION

Chuze retains sole discretion to interpret this policy, including determinations of reasonableness, necessity, compliance and eligibility for reimbursement.

OBLIGATION TO FOLLOW ALL LAWS

Employees must comply with all federal, state, and local laws while traveling on company business. Violations may result in denial of reimbursement and/or disciplinary action.

REPORTING

Employees are required to promptly report any travel-related issues, and discrepancies, safety concerns, accidents, or unexpected expenses to their manager or HR.

LOSS OF PERSONAL PROPERTY

Chuze is not responsible for the loss, theft, or damage of an employee's personal property during business travel unless required by law.

MISUSE OF COMPANY FUNDS

Misuse of company funds, including but not limited to travel expenses, company-issued credit cards, reimbursement requests, or mileage submissions, is strictly prohibited. All employees are expected to exercise integrity, accuracy, and good judgment when incurring or reporting expenses on behalf of the company.

Misuse includes any intentional, negligent, or repeated failure to comply with this policy or to act in the best financial interest of the company. This applies regardless of dollar amount.

Examples of misuse include, but are not limited to:

- Submitting false, altered, duplicate, or misleading receipts or expense documentation
- Misrepresenting the business purpose or eligibility of an expense
- Claiming reimbursement for expenses not incurred, not business-related, or paid by another party
- Using a company expense card for any personal purchases
- Exceeding reasonable spending limits without proper approval
- Failing to timely reconcile expenses or return unused travel advances
- Booking travel outside approved channels without authorization for personal gain (e.g., rewards or upgrades)
- Inaccurate or inflated mileage reporting
- Charging expenses on behalf of others without authorization
- Failing to cancel reservations in a timely manner, resulting in avoidable fees



Employee Responsibilities:

- Ensure all expenses are legitimate, reasonable, necessary, and directly related to company business
- Maintain accurate, complete, and timely documentation for all expenditures
- Promptly report any accidental misuse, billing errors, or overpayments to their manager or HR
- Cooperate fully with any audit, review, or inquiry related to expenses or reimbursements

Review and Enforcement: All expenses are subject to review, audit, and verification at any time. The company reserves the right to request additional documentation or clarification for any submitted expense.

Violations of this policy may result in disciplinary action up to and including termination of employment. Employees may also be required to repay any unauthorized or improperly obtained funds. In cases involving suspected fraud, theft, or intentional misrepresentation, the company reserves the right to pursue further action, including legal remedies where appropriate.

Failure to report known or suspected misuse of company funds may also result in disciplinary action.

Please note, this policy is not an employment contract and does not create contractual rights. Chuze may modify this policy at any time.

Forms & References

- Not applicable.