



## **PDC Machines Travel & Expense Policy**

1.0 Purpose of this Policy .....	2
2.0 Sales and Service .....	2
2.1 Customer Meetings.....	2
2.2 Trade Shows.....	4
2.3 Service Visits .....	4
3.0 Supply Chain.....	5
3.1 Supplier Meetings .....	5
3.2 Other.....	5
4.0 Other Functions.....	5
5.0 Business Expenses.....	6
5.1 Scope .....	6
5.2 Corporate Credit Cards.....	6
5.3 Expense Reimbursement Requests .....	6
5.4 Qualified Expenses .....	7
6.0 Travel Guidelines .....	9
6.1 Flight Selection .....	9
6.2 Rental Cars.....	10
6.3 Personal Vehicle Usage .....	11
6.4 Commercial Ground & Rail Transportation .....	12
6.5 Hotel Accommodations.....	12
7.0 Passports and Visas.....	13
8.0 Travel Requests & Approvals.....	13
8.1 How to Request Travel .....	13
8.2 How to Book Travel .....	13
8.3 Approvals.....	13
Appendix A - Corporate Credit Card Application .....	14
Appendix B – Lost/Missing Receipt Affidavit .....	15
Appendix C – US Expense Reporting .....	16
Appendix D – Booking Travel with Onriva .....	17

## 1.0 Purpose of this Policy

The purpose of this policy is to define under what conditions all company employees (including overseas offices) may travel for business purposes, the nature and type of expenses that are subject to reimbursement, and the approval process for company travel and expense reimbursement. While the systems and processes vary in each country, these policies are based on best practices and consider the needs of both the employee and the company. All references to employees include consultants that are engaged by the company.

Each country has its own expense reporting process or system and reimbursement process. Certain locations offer company credit cards while other locations only provide for reimbursement of expenses incurred. Please reach out to your local country or regional leader for information on the local process to follow for reimbursement. Reimbursement for US employees is outlined later in this policy.

UNLESS OTHERWISE EXPRESSLY EXCLUDED HEREIN, THIS POLICY APPLIES TO ANY AND ALL EMPLOYEES, AGENTS AND CONTRACTORS OF THE COMPANY.

**Responsibilities:** Employees are responsible for adhering to the PDC Travel and Expense Policy. PDC assumes no obligation to reimburse employees for expenses that are out of compliance with this policy. All travel and business practices must also conform to our Antibribery and Corruption Policy.

## 2.0 Sales and Service

### 2.1 Customer Meetings

#### 2.1.1 Scope

Whenever possible, customers should be encouraged to travel to our sites/locations. If travel to a customer is necessary, travel must be consistent with company travel policy. If an employee must travel to a customer, it is recommended that one employee make the journey. Additional attendees should have a defined purpose and approval consistent with the travel policy. The goal of all business development activities should be to earn credibility, build relationships with our customers, and secure our business relationship.

### **2.1.2 Frequency**

Travel to a specific customer should correspond to the value opportunity created by that customer. As an example, travel to a customer site should occur no more than once per year for a customer with up to \$500k in recurring annual revenue. For opportunities greater than \$5 million in recurring annual revenue, we should plan to visit at least quarterly. For customers with less than \$250k in recurring annual revenue opportunity, we should not travel to them. These guidelines may vary by account, and exceptions may be granted where circumstances require more frequent visits. Exceptions must be approved by the CEO or CFO.

### **2.1.3 Entertainment**

All entertainment provided to customers must be consistent with the travel and entertainment policy of the company and should not be excessive or inconsistent with industry norms. Extravagant expenses or gifts (concert tickets, sporting event tickets etc.) will not be reimbursed and are not permitted. All entertainment activities must also adhere to the limitations outlined in the Antibribery and Corruption Policy. Please note that out of respect for the founding principles and values of PDC Machines, alcohol is not a reimbursable expense and must be deducted from meal receipts submitted for reimbursement.

### **2.1.4 Gifts**

Specific guidelines must be followed in order to claim reimbursement for gifts or hospitality expenses consistent with the Antibribery and Corruption Policy.

Any gift or hospitality activities that involves government officers must be reported to the regional or country head of business first before conducting. If regional or country head of business believes that the gift and hospitality activity is appropriate, regional or country head of business should submit a request to the CFO or CEO for final approval before conducting. If the gift is with PDC Machines company logo and with a value below USD 50 or equivalent in local currency, the regional or country head of business can authorize the gift when it's appropriate to do so.

For gift and hospitality expenses that do not involve government officers, any gift and hospitality activity with value above USD 100

or equivalent in local currency per person must report to the regional or country head of business first before conducting. Any gift and hospitality activity with accumulative value above USD 250 or equivalent in local currency per person within 12 months must be approved in advance by the CEO or CFO before conducting.

## **2.2 Trade Shows**

### **2.2.1 Scope**

All trade shows must be approved by the CEO or CFO. Trade shows should be limited only to the largest, most important trade shows and where customer meetings can displace individual trips to multiple customers. No special sponsorship of trade shows or upgraded booths are permitted without approval from the CEO or CFO. Demo units and displays are to be minimized to minimize freight and setup.

### **2.2.2 Attendees**

Trade show attendees should be minimized to reduce cost and each attendee should be considered a “working attendee” available to support the show booth at all times.

### **2.2.3 Group Meeting Expenses**

When attending a meeting (group, convention, seminar, or symposium) all employees should pay their own expenses to the extent practical and obtain reimbursement. However, when arrangements for hotels, meals, etc. are made on behalf of all attendees or when charges incurred are not directly billable to individuals (meeting rooms, banquets), collective invoices should be obtained for processing and payment by PDC. Out of respect for the founding principles and values of PDC Machines, alcohol is not a reimbursable expense and must be deducted from meal receipts submitted for reimbursement.

## **2.3 Service Visits**

### **2.3.1 Scope**

All service visit expenses must adhere to the most restrictive policy between the PDC Travel and Expense Policy and the policies for the customer the service technician is servicing.

## **3.0 Supply Chain**

### **3.1 Supplier Meetings**

#### **3.1.1 Scope**

Whenever possible, vendors should be encouraged to travel to our sites/locations. In the event that travel to a vendor is necessary, it must be consistent with the company policy. One company employee is recommended to travel to the vendor- additional attendees must be approved by the CEO or CFO.

#### **3.1.2 Frequency**

Travel to a specific vendor should occur no more than once annually for vendors over \$500k in annual purchasing volume. For customers with less than \$500k in annual purchasing volume, company employees may only visit in the event of a major quality or first article inspection with exceptionally high risk. Exceptions to this may be granted by the CEO or CFO in cases where exceptionally large supplier transitions or in the event of major quality or continuity of supply issues.

#### **3.1.3 Entertainment**

No entertainment for vendors is permitted.

### **3.2 Other**

No other travel is permitted. Exceptions must be approved by the CEO or CFO

## **4.0 Other Functions**

All Functions are expected to minimize travel whenever possible. Utilization of virtual meetings is encouraged. Standing in person meetings that require travel are not permitted and should be conducted virtually. All travel must be approved consistent with the company travel policy.

## 5.0 Business Expenses

### 5.1 Scope

All business- related expenses require documentation. A credit card statement is not considered valid documentation for any expenses. Alcohol is not a reimbursable expense.

### 5.2 Corporate Credit Cards

Employees may request a corporate credit card which must be approved by the CFO or CEO. ([See Appendix A](#)). All other employees must use their personal credit card and submit for reimbursement. In special cases, PDC may pay directly for travel, entertainment, and other business-related expenses. Charges for alcohol are not permitted on company corporate cards.

Employees that elect to use a corporate card are still responsible for submitting an expense report in the exact same way as they would with a personal credit card. Receipts and expense reports for corporate credit cards should be submitted separately from reimbursable expense requests.

If a receipt is missing, a missing receipt affidavit ([Appendix B](#)) must be completed for each undocumented charge. Habitual use of this form will result in termination of company credit card privileges.

**International Travel:** Prior to any international travel, please contact the phone number on the back of your credit card and inform the bank of your itinerary. This will ensure your card is not declined while traveling. You will need to enter the main phone number (215)443-9442 during the prompts when accessing the credit card system.

### 5.3 Expense Reimbursement Requests

Employees must use the Travel and Expense reimbursement form to be reimbursed for business related expenses ([Appendix C](#)). All expense reimbursement requests must receive the approval of a direct supervisor. Expense reimbursement requests should be submitted separately from any corporate credit card submissions. PDC will be implementing an expense reimbursement module within Paylocity. Once implemented, this will replace the offline form.

Consultants will submit reimbursement with their invoices and must maintain receipts to present upon request.

Once incurred, expense reimbursement requests and corresponding documentation must be submitted within 30 days. Any expense reimbursement request submitted after 30 days requires approval from the CEO or CFO for payment. Once submitted (and approved), expenses will be paid out within two weeks.

**Supervisor Notice:**

Supervisors are responsible for reviewing and confirming that expenses for all direct reports adhere to all travel and expense policies prior to approving. This includes reviewing all receipts.

Documentation in the form of receipts, invoices etc. is required for all expenses greater than \$25. A credit card statement is NOT considered valid documentation.

If a receipt is missing, a missing/lost receipt affidavit must be completed ([Appendix B](#)). Habitual use of this form will result in cancellation of the company credit card and may result in expense reimbursement requests being denied.

All meals and entertainment must include a minimum of the following:

- Business purpose for the meal/entertainment
- Names of individuals present (both PDC employees and outside individuals)
- Name and Location of where the event took place
- Amount of the expense
- Date of the expense
- Detail listing of what was purchased for the meal or entertainment. A summary statement or total invoice is not acceptable.

## **5.4 Qualified Expenses**

### **5.4.1 Cell Phone Reimbursement**

Full time employees that are eligible or are offered a corporate cell phone may elect to utilize a personal device on a personal account in lieu of a company-provided cell phone. If an eligible employee chooses to use a personal device, that employee is eligible to receive a reimbursement for up to \$50 per month.

Approval for this regular reimbursement must be obtained by both the employee's supervisor and the CFO or CEO.

Eligible full-time employees who encounter travel for business purposes and were not eligible for a company phone, the employee may be eligible for personal mobile phone reimbursements of up to \$50 each month. In circumstances where international travel is incurred for business purposes, additional charges may be submitted for approval that correspond to the business travel.

The \$50 monthly reimbursement request must be submitted for reimbursement each month and within 15 days of the month's end. Phone bills submitted more than 15 days past the month's end may not be approved.

#### **5.4.2 Internet Access**

Home internet access is not reimbursable. Exceptions to home internet access requires approval from the CEO or CFO and must be documented referencing approval when monthly charges are reported.

While traveling for business purposes, hotel, in flight and other wireless internet access is reimbursable if it is being used for business purposes.

#### **5.4.3 Meals**

The company will reimburse employees for reasonable meal costs associated with travel, business, and/or customer entertainment. Employees should exercise and opt for reasonably priced meals that are consistent with local standards. Excessive or lavish spending on meals is discouraged.

- \$80.00 per person per day on personal meals in non-major metropolitan cities
- \$100.00 per person per day in major metropolitan cities

These amounts are merely guidelines for maximum spending and by no means a budget nor entitlement for spending.

All meal receipts must include a detailed/itemized listing of what was purchased not just the total spent. Meal receipts without detailed listing will be declined for reimbursement.



The appropriateness of meal expenses is influenced by the context and the participants involved. Expenses incurred for client engagements, or other business-related gatherings must be reasonable and justified.

Team members traveling together are encouraged and welcome to eat and socialize together, but each individual must follow the daily allowance.

Out of respect for the founding principles and values of PDC Machines, alcohol is not a reimbursable expense and must be deducted from meal receipts submitted for reimbursement.

#### **5.4.4 Teambuilding**

All teambuilding activities require pre-approval from the CFO.

In order to qualify for reimbursement, group meals and entertainment expenses must have valid business purpose and be reasonable for the occasion and location. Meals among groups of employees (who are not traveling together on business) can only be expensed if they involve business discussion or are a sanctioned team building event. Meal Expenses should be paid for and reported by the most senior level employee in attendance.

When submitting expenses for meals or entertainment, appropriate detailed documentation must be provided, including the date, place, full names of all attendees and the business purpose or nature of the discussion. The business purpose must be as specific as possible regarding the purpose of the meal or occasion. Alcohol will not be reimbursed.

## **6.0 Travel Guidelines**

Flights, hotel and car rentals should be booked using the [Onriva travel platform \(Appendix D\)](#).

### **6.1 Flight Selection**

The following guidelines should be used in flight selection:

- Tickets should be purchased as far in advance as possible.
- Tickets should be non-refundable

- The lowest cost, direct flight without consideration of airline frequent flyer programs should be selected.
- Approval from the CFO or CEO for airfare over \$1,000 and all international travel.
- **Economy Class** is required for all domestic travel.
- **Economy Plus** or Premium Economy class is acceptable for flights lasting 5 hours or more.
- **Business Class** is permitted for international travel for flights lasting more than 9 hours with approval from the CEO or CFO.
- **First Class** is never permitted on any flight regardless of duration.
- Airlines may offer lower rates on business or first class when combined with other legs of a journey. The lowest priced ticket for the entire journey should take precedence over class of cabin.
- Exceptions require approval from the CFO or CEO and must be documented in your expense report.

#### **6.1.1 Baggage**

PDC will reimburse baggage charges for a maximum of two bags. Excess baggage charges are permitted only if an eligible employee is required to carry PDC materials or if the trip exceeds 5 business days.

#### **6.1.2 Cancelled Flights**

When a trip is cancelled after the ticket has been issued, the traveler should inquire about using the same ticket for future travel. Employees should reuse airline tickets if they are traveling on the same route or airfare eligibility requirements are met. Unused airline tickets or flight coupons must never be discarded or destroyed as these documents may have cash value. To expedite refunds, unused or partially used airline tickets must be returned immediately to the issuing authority. Employees with an electronic ticket simply need to call the travel agent/issuing authority to initiate the refund.

### **6.2 Rental Cars**

#### **6.2.1 Rental Guidelines**

- Preferred Vendor
- Intermediate size
- A larger car may be requested when three or more employees are traveling together.
- Car Rental insurance is not required.

The cost of fuel is reimbursable, as well as tolls and parking charges, however, PDC will not reimburse parking tickets or fines for traffic violations.

**6.2.2 Preferred Vendors**

National Car Rental  
Enterprise Rent-A-Car

**6.2.3 Loyalty Program**

Follow the link below to enroll as an emerald club member  
[Corporate Enrollment | National Car Rental](#)

If you already have a membership, follow this [link](#) to connect your Emerald Club profile to our corporate contract. Select “Enroll in the Club”. Next find and select the “Sign In” option under the Personal Information section. Once you Sign In, you will be asked to confirm that you would like to update your profile with our new company account.

**6.2.4 Discount Code**

PDC has a negotiated rate with our preferred rental car vendors. These negotiated rates are already programmed into our Onriva travel platform. All rental cars should be booked using the PDC preferred vendor when available. Employees are permitted to use/apply the corporate code for personal rentals.

Discount code: **XZ79116**

**6.3 Personal Vehicle Usage**

**6.3.1 Eligibility for Reimbursement**

Use of a personal car instead of public or commercial transportation is permitted when traveling for business. Mileage must be submitted on the expense report, and reimbursement calculated at the current year’s [IRS standard mileage rate](#).

**6.3.2 Insurance**

Employees using a personal vehicle are required to carry at least the minimum coverage as required by law. In the event of an accident, claims would be submitted through your personal auto insurance policy.

### **6.3.3 Tolls & Parking**

Tolls and parking are reimbursable when traveling to and from a client site, however, PDC will not reimburse for gas, car washes, parking tickets, fines for traffic violations, or damage/repair costs incurred when using a personal car for PDC business.

When Parking at an airport or train station as part of business travel, both short term and long-term parking options are reimbursable expenses.

## **6.4 Commercial Ground & Rail Transportation**

### **6.4.1 Ground Transportation**

Bus, car service, taxi and train are reimbursable when traveling for PDC business. All taxis and car transportation (yellow cab, Uber, Lyft, etc.) are permitted for airport transfers and local trips with luggage. Travelers should exercise good judgement and consider using the least expensive option.

### **6.4.2 Rail Transportation**

All train travel less than 4 hours from origin to destination must be booked in economy or standard class. For train journeys greater than 4 hours, reservations may be made in business class. Rail transportation may be booked outside of the Onriva travel platform.

## **6.5 Hotel Accommodations**

### **6.5.1 PDC's Preferred Hotel Vendors**

PDC's preferred hotel vendors should be used whenever possible.

Homewood Suites Corporate code: 0003104792

Holiday Inn Express corporate code : 100301047

Hilton: Discounted rates are built in to the Onriva platform.

Employees are permitted to use/apply corporate codes for personal travel.

### **6.5.2 Hotel Rates**

- The maximum hotel rate for non-major metropolitan areas is \$200 per night

- The maximum hotel rate for major metropolitan areas is \$400 per night

Sometimes due to conferences or other local events, hotel prices may exceed the target rate. In these instances, approval from the CFO or CEO is required.

## **7.0 Passports and Visas**

Most International travel requires a valid passport, and some countries may require a visa. Visa and passport fees, including passport photos, are reimbursable when required for business travel. Documentation must be provided for these expenses. The company does not reimburse employees for TSA pre-check, Global Entry, or equivalent travel-related security clearances or fees.

## **8.0 Travel Requests & Approvals**

### **8.1 How to Request Travel**

All travel requests are subject to approval by the CFO or CEO and must be submitted via email. Ideally, travel requests should be submitted 3 weeks in advance. No travel should be booked until written approval is received.

Subject: Travel Request

Travel Requests should include:

- Travel dates
- Agenda
- Business justification/purpose

### **8.2 How to Book Travel**

Flights, hotel and car rentals should be booked using the [Onriva travel platform \(Appendix D\)](#). Rail travel may be booked via outside platforms with proper documentation.

### **8.3 Approvals**

Exceptions will be granted for compelling and reasonable business needs. Requests for exceptions must be sent in writing to the CFO or CEO.



## **Appendix A - Corporate Credit Card Application**

Employee Name:

Job Title:

Supervisor:

Department:

Will you be traveling internationally?

Applications should be emailed to [R.Oswald@pdcmachines.com](mailto:R.Oswald@pdcmachines.com) with [W.bell@pdcmachines](mailto:W.bell@pdcmachines.com) in copy.



## Appendix B – Lost/Missing Receipt Affidavit

### INSTRUCTIONS

1. Form must be completed in its entirety.
2. Form is not applicable to air, car rental or hotel receipts as originals are required and can be obtained from the respective suppliers.
3. Complete ONE (1) affidavit per lost receipt.
4. Completed form MUST be attached to the appropriate expense report at the time of submission.

### FORM OF PAYMENT

Check One:	<input type="checkbox"/> Corporate Travel Card	<input type="checkbox"/> Corporate Purchasing Card	<input type="checkbox"/> Cash
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### TRANSACTION INFORMATION

I certify that I, \_\_\_\_\_ have either not received or have misplaced a receipt totaling \_\_\_\_\_

This affidavit is submitted in lieu of an original receipt and attests:

- No original receipt for this expense is available.
- The expense was incurred on behalf of PDC business.
- The item and amount of the expense are accurate.
- No reimbursement of this specific expense has been or will again be requested for reimbursement.
- Habitual use of this form in lieu of submitting actual receipts/invoices will result in termination of corporate card privileges.

Vendor Name		City		State		Date of Transaction (MM/DD/YYYY)	
-------------	--	------	--	-------	--	----------------------------------	--

Description of Item
---------------------

Signature:	Date:
------------	-------

## Appendix C – US Expense Reporting

Embedded below is a copy of the Expense reporting template for US employees.

- 1) Input your expenses. Identify which expenses are to be reimbursed and those that were charged to a corporate credit card (if applicable).  
**\*\*\*Please use separate forms for submitting corporate card expenses and reimbursable expenses.**
- 2) Email your supervisor the completed expense sheet with corresponding receipts for approval.
- 3) Once approved, forward the approval along with the expense sheet and receipts to Wendy Bell [w.bell@pdcmachines.com](mailto:w.bell@pdcmachines.com) for processing.

### Expense Report

Purpose: _____		Pay Period	
Statement #: _____		From: _____	
		To: _____	

Name: _____	Department/Code#: _____
Employee ID: _____	Manager: _____

Date	Description	Air & Trans.- 6200	Lodging- 6200	Fuel / Mileage- 6230	Phone- 6510	Meals & Tips- 6210	Entertain- ment	Other	Total
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Subtotal									\$ -
Advances									-
Total Reimbursement									\$ -

Note: Mileage reimbursement for personal car = \$0.62.5/mile (as of 07/1/22)

<i>Itemized Expenses or Description for "Other"</i>																									
<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #2c5e8c; color: white;"> <th>Date</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Date	Description	Amount																						
Date	Description	Amount																							

<b>Authorized By</b>	Date
For Office Use Only	





## Appendix D – Booking Travel with Onriva

### How to book travel using Onriva

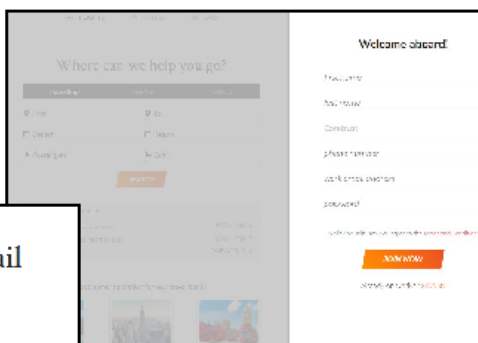


#### Quick Start Guide

##### Self-Registration Instructions

Enroll today by clicking on the sign-up link below (You MUST use your company email address)

1. Enter your information & click "Join Now"
2. Check your email for the Verification
3. Email & click "VERIFY YOUR EMAIL"
4. Fill in company department & Click "Save"
5. Welcome to the main booking page



The screenshot shows the Onriva registration interface. On the left, there's a search bar with the text "Where can we help you go?" and a "SEARCH" button. Below it are several category icons. On the right, there's a "Welcome aboard!" section with a "SIGN UP" button and a "LOG IN" button. The "SIGN UP" button is highlighted in orange.

##### We've Sent You a Confirmation Email



Click verification link in your email to complete your registration

Did not receive your email yet? Please [contact us](#)

**SIGN IN**

##### Please complete your registration

Julie

Tsmart

+1417-555-1234

j.tsmart@tsmart.com

department \*

manager's name \*

**SAVE**



CORETRUST Travel

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Quick Start Guide

### Setting Up Your Profile

- By clicking on your name (top right side) you have access to your *Profile*
- Please enter your Personal Information:
  - Full name as it appears on your government-issued identification.
  - Gender, Passport Number, Date of Birth, and Known Traveler Number
  - Emergency contact name, phone number, and email address.
  - Home Address, Home and Cellular phone numbers, and Home Airport Preference
  - Preferred Domestic and International Class of Service
  - Preferred Airline, Hotel, and Car - Including your airline frequent Flyer Program and hotel and car loyalty numbers
  - Seat and Meal Preferences

Sam Smith +

MY ACCOUNT		FLIGHT PREFERENCES	
Email	ONRIVADEMO@IMPLEMENTATI..	Home Airport	ENTER
	<a href="#">CHANGE PASSWORD</a>	Frequent Flyer Program	SELECT
PERSONAL INFO		Preferred Class Domestic	ECONOMY
Name	SAM SMITH	Preferred Class International	ECONOMY
Gender	SELECT	Exclude Basic Economy	NO
Title	ENTER	Seat Preference	SELECT
Department	EMPLOYEE	Meal Preference	SELECT
Manager	NONE	HOTEL PREFERENCES	
Email Address	<a href="#">ADD</a>	Hotel Loyalty Program	SELECT
Business	EMAIL@YOURCOMPANY.COM	CAR PREFERENCES	
Phone Number	<a href="#">ADD</a>	Car Rental Loyalty Program	SELECT
Work	+1 866 317 1302	PAYMENT METHODS	
Passport	ENTER	Credit or Debit card	<a href="#">ADD</a>
Home Address	ENTER		
Date of Birth	ENTER		
Known Traveler Number	ENTER		
Address Number	ENTER		
Emergency Contact	ENTER		



CORETRUST Travel

powered by onriva

Quick Start Guide

## Granting Delegate Access

Granting delegate access will allow another user within your organization to book on your behalf.

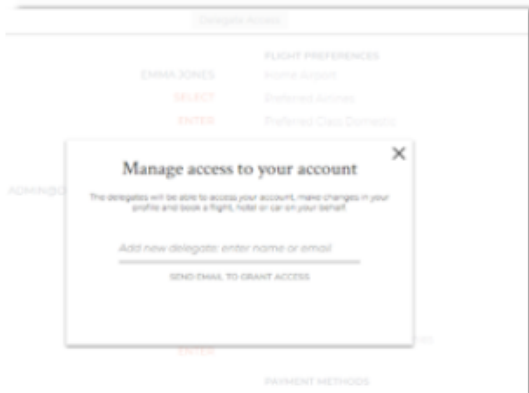
1. On the profile page, click the gray box labeled 'Delegate Access'.



Enna Jones Delegate Access +

PERSONAL INFO		FLIGHT PREFERENCES	
Name	ENNA JONES	Home Airport	SELECT
Gender	SELECT	Preferred Airlines	SELECT
Title	ENTER	Preferred Class Domestic	ECONOMY
Department	SELECT	Preferred Class International	ECONOMY
Email Address	ADD EMAIL	Default Seat Economy	NO

2. Type in the name or email address of the person you are granting permission to.
3. Click on the link 'Send Email to Grant Access'.



Manage access to your account


The delegates will be able to access your account, make changes in your profile and book a flight, hotel or car on your behalf.

Add new delegate: enter name or email

SEND EMAIL TO GRANT ACCESS

4. Delegate receives an email they can book on your behalf.

To remove a delegate, click 'delete' next to the delegate name.



Manage access to your account

The delegates will be able to access your account, make changes in your profile and book a flight, hotel or car on your behalf.

Add new delegate: enter name or email

SEND EMAIL TO GRANT ACCESS

Your delegates:

Orniva Test [textbooking@orniva.com]	delete
--------------------------------------	--------



## Searching Flights

### Begin Your Search

- Begin by selecting the 'Flights' Tab
- Select 'Round Trip', 'One Way' or 'Multi-City'. Enter your *departure* and *destination* locations, dates, number of passengers, and class of service

### Use Search Filters to Find the Right Flight

- The first *At a Glance* results provide an overview of the airlines that fly in the market, the non-stop vs. connections and the various airfares
1. Click the 'Onriva Fare Filters' tab to further target your search by number of *Stops*, *Outbound/ Return* time, also selecting your preferred airline and provider
  2. Use the 'Sort by' option to view by *Recommended*, *Price*, *Duration*, *Departure*, and *Arrival*
  3. View fare 'Details'
  4. Select fare type of outbound flight and click on Select
  5. Select fare type of return flight and click on Select, heading to the check-out page



### Last step to complete your booking:

- Add the traveler's information and payment details if not stored in the profile.

### And Click

**BOOK NOW**



Billing

credit card number

expiration (mm/yy) cvv

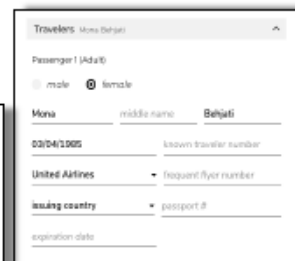
Name Behlari

131 Rock When lane Brisbane

California 94005 United States

Before you book please confirm that passenger information, dates, times, departure and destination of flights are accurate.

**BOOK NOW**



Traveler: Mona Behlari

Passenger 1 (Adult)

male  female

First name middle name Behlari

03/04/1985 known traveler number

United Airlines frequent flyer number

issuing country passport #

expiration date



powered by onriva

Quick Start Guide

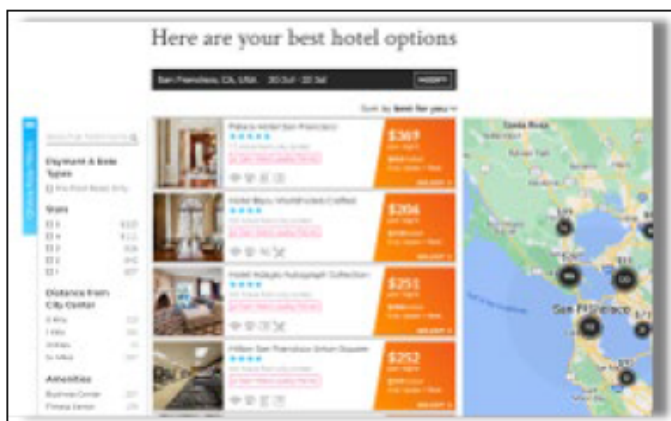
### Searching Hotels

#### Begin Your Search

- Begin by selecting the *Hotels* Tab
- Search for a hotel near a *city, US address, airport, or specific destination* (if applicable)
- Select dates and the number of guest/s

#### Filter Your Results to Find the Right Hotel

- You can further filter your results using the menu on the left;
- Your search results will be reordered based on your new search criteria

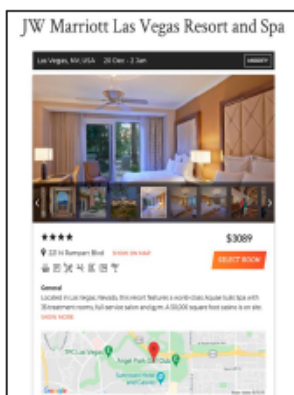


#### After selecting your hotel

- View Hotel Amenities
- Select room type

#### Last step to complete your booking:

- Add the traveler's information and payment detail if not stored in the profile



#### - And Click

**BOOK NOW**





CORETRUST Travel

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Quick Start Guide

## Searching Cars

### Begin Your Search

- Begin by selecting the Cars Tab
- Select City, dates, and the Driver's Age

### Filter Your Results to Find the Car

- You can further filter your results using the menu on the left; your search results will be reordered based on your new search criteria

### Select Book on your Car of Choice




### Last step to complete your booking:

- Add the traveler's information and payment detail  
If not stored in the profile.

- **And Click** 

## Getting Assistance

Travel easy with CoreTrust Travel powered by Onriva Customer Support

 24/7/365 - Online chat (available on the bottom right of all screens)

 +1 866 317 1301 or 1-415-318-2831

 [support@onriva.com](mailto:support@onriva.com)

**Planning a complex trip or have no time?** Call us and we'll take care of your booking. And yes, you can use your earned OnrivaCash to pay for your trip!

**Too many options and details to manage?** We can help you find your perfect itinerary, taking fares, cabins, amenities and more into account. By the way, we can also help with your seat assignment, baggage purchase, frequent flyer miles, and more.

**Change of plans (Changes, Cancellations & Refunds)?** We've got you covered.

**Problems during your trip?** We will act on your behalf and fix it.