



Business Travel and Expense Reimbursement Policy

Last Updated: May 4, 2023

This Business Travel and Expense Policy (“Policy”) establishes uniform standards and guidelines for business travel and reimbursement of expenses for all Casey’s Team Members. Any deviation from this Policy requires written approval from your Leader.

Casey’s intends for this Policy to qualify as an “accountable plan” under the Internal Revenue Code and relevant Treasury Regulations. This status is what keeps expense reimbursements from being taxable income to Team Members, so it is important for all Team Members who travel on Casey’s business or incur expenses on Casey’s account to read and follow this Policy. Failure to comply with this Policy may result in denial of reimbursement, and/or, in appropriate cases, corrective action, up to and including termination.

1. General Guidelines

This Policy reflects our collective responsibility to conduct business in a fiscally responsible manner. Whenever you incur expenses on Casey’s account or spend Casey’s money, behave honestly, responsibly, and within the guidelines of this Policy; comply with the letter and spirit of the [Code of Business Conduct and Ethics](#); and obtain and maintain appropriate documentation (e.g., receipts, invoices, purchase orders, etc.).

2. Travel Guidelines

Before traveling on Casey’s business, first consider if an alternative to travel, such as teleconferencing, can satisfy business objectives and reduce travel costs. If you determine you must be physically present for business purposes, then consider whether air travel or driving is the better use of time and resources. Do not let any available personal incentives, such as frequent flyer miles or loyalty programs, factor into travel decisions.

Casey’s has partnered with Egencia as our travel-management vendor. All business air travel, lodging, and rental cars must be booked through Egencia’s booking platform, which you can access via your [OKTA](#) dashboard or the Egencia app on your Apple or Android mobile device. Egencia agents are available 24/7 to assist with complex reservations. Contact an Egencia agent at **877-647-1453** or by email at teamagents@customercare.egencia.com.

Air Travel

Flights should be booked through Egencia at least 14 days in advance whenever possible (to avoid premium airfare pricing). Egencia will present you with a list of possible flights matching your destination and travel dates, and will denote the preferred option as the “Travel policy benchmark.”

Flights that are more than a certain percentage over the benchmark will be designated with a red flag, indicating it is “out of policy.” For example:

2:04 pm → 6:21 pm	Des Moines (DSM) - Oklahoma City (OK...	\$369
United 5521, 4726	4h 17m (1 stop) 0h 47m at DEN	Roundtrip
587lb of CO ₂		
Enhanced health and cleaning measures		

Although Egencia will allow you to book a flight with a red flag, your doing so will be a violation of this Policy unless:

- the flight is out of policy due to not being booked at least 14 days in advance, but it was not possible for you to have booked that far in event (e.g., unforeseen but crucial business need to travel);
- taking the out-of-policy flight over the benchmark flight would save more than 2 hours of travel time; or
- the flight is out of policy because of the fare class (e.g., First, Business), but a member of the Senior Leadership Team has approved the purchase, and it is the only option available that meets Casey’s business needs).

If you have a credit available (from a previously unused Casey’s-paid ticket), you must use that credit before (or as part of) the purchase of a new ticket. Otherwise, you will be required to submit a credit card number to book the flight, incur the expense, and submit a request for reimbursement. If this is not an option for you, contact Sheila Savage (sheila.savage@caseys.com) or Lindsay Rauterkus (lindsay.rauterkus@caseys.com).

Casey’s reserves the right to determine whether to reimburse Team Members for penalties and other charges for flight cancellations or changes, taking the particular circumstances into account.

Team Members will be reimbursed for normal baggage fees as defined by each airline but are encouraged to limit the number of bags checked whenever possible.

When using airport parking, you must park in the long-term/economy lot, barring special circumstances (e.g., disability, unavoidable late arrival at airport, excess baggage).



Business & First-Class airfare tickets require approval from a Senior Leadership Team Member prior to booking the ticket.

Hotel

All hotel reservations must be made through Egencia. Egencia will provide a list of available hotels within Casey’s price guidelines for the applicable market. Some results may appear with a red flag—for example:

	Residence Inn by Marriott Des Moines Ankeny ★★★ 2.44 miles away 8% of coworker bookings 4.5/5 Wonderful (64 reviews)	\$299
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Information for your hotel booking
Out of Policy ^
This room does not comply with your company's maximum nightly rate of USD 200 for this region.

The red flag indicates the hotel's rate is outside of Casey's guidelines, and therefore **is not reimbursable under this Policy** (even though Egencia will allow you to book the room). Take care to avoid booking rooms with a red flag.

Additionally, please note that any fee-based upgrades you may make to the reservation (e.g., standard room to a suite, preferred view, etc.), and any non-business-related charges to the room (e.g., pay-per-view movies, excessive food/beverage, etc.) are not reimbursable under this Policy.

Ground Transportation

Team Members are encouraged to consider the use of shuttle services, ride-shares (i.e., Uber, Lyft), and taxis if more economical than a rental car. These expenses are reimbursable; tip reasonably, and keep your receipts.

Rental cars (and, where applicable, train tickets) must also be booked through Egencia. When booking rental cars, Enterprise and National are Casey's preferred vendors. Whenever possible, book rental cars from Enterprise or National. As with hotels, some options may appear with a red flag:

The screenshot shows a car rental card for a 'Luxury - Car' (Chrysler 300 or similar). The card features a red flag icon in the top right corner, indicating it is outside of Casey's guidelines. The card includes the following details: 5 Passengers, 4 Doors, Automatic transmission, 2 Large bags and 2 Small bags. The price is \$451.55, or \$90.31/day. The pick-up and drop-off locations are both DSM-Des Moines Intl., 5800 Fleur Dr, Des Moines. The card also includes a 'Select' button, a 'Company negotiated' badge, and a note about 'Enhanced health and cleaning measures'. There is also a green thumbs-up icon in the top right corner.

The red flag indicates the type of vehicle is outside of Casey's guidelines, and is not reimbursable under this Policy (even though there is also a green "thumbs up" icon, which just means the company is a Casey's-preferred vendor).

Egencia will warn you not to purchase rental car insurance, and you should not do so (whether it is called additional/supplemental liability, loss damage waiver, theft-protection, etc.) if you are booking with Enterprise or National¹. You should also not purchase "special equipment," such as navigation or child seats, or optional extras, such as "roadside plus," with the expectation of being reimbursed for those upcharges. However, if you must book through another rental company, opt in for the additional coverage.

Finally, to avoid exorbitant refueling charges, when you return a rental car, ensure it is filled with the same level of fuel it had when you received the car.

Should a rental car accident occur, Team Members must immediately contact the rental car company, local authorities (as required), and Risk Management and/or Asset Protection.

¹ On the rare occasion when an alternate rental car company is used because Enterprise and National had no availability, you *should* purchase optional liability coverage, and this expense will be reimbursed.

Personal Vehicles Used for Business Travel

Team Members who use their personal vehicles for authorized Casey’s business will be reimbursed based on the IRS’s standard mileage rate². Team Members must complete an expense report in Concur, and list the date of the trip, the purpose of the trip, and the miles driven (there is a Mileage Calculator within Concur)—example:

Miscellaneous Ground Transportation Expenses

Fuel for authorized rental cars is a reimbursable expense. (For personal vehicles, the cost of fuel is built into the mileage rate.)

Out-of-pocket parking expenses and tolls paid are reimbursable. However, valet parking expenses are generally not reimbursable.

Reasonable gratuities, where appropriate (e.g., taxi, rideshare, or shuttle driver), are reimbursable.

Team Members who have been issued a Casey’s vehicle may be reimbursed for one car wash per week (up to \$15).

	Mileage Reimbursed	Gas Reimbursed	Notes
Receiving a car allowance	No	No	
Assigned a company vehicle	No	Use company-assigned gas card	Refer to the Company Vehicle Guidelines for additional information.
Use of rental vehicle	No	Yes	
Use of company pool card	No	Use the gas card in the vehicle.	
Personal car used and not receiving car allowance	Yes	No	Mileage to be reimbursed if traveling more than 10 miles beyond normal commute.

² Pizza Delivery Drivers are subject to a [separate policy](#).

³ Store-based Team Members and Team Members who do not have a fixed “normal work location” (e.g., Grocery Drivers, Fuel Transport Drivers, District Managers, etc.) may not submit normal day-to-day (non-overnight-travel) meal expenses for reimbursement; however, they are eligible for the Team Member Discount on fountain drinks and prepared foods under a separate policy.

Meals While Traveling

Casey's will reimburse Team Members for the cost of their own meals (up to \$60 per day) while on overnight travel, or where they are away from their normal work location for an entire day³.

Team Members must complete an expense report in Concur, listing the date, location, city, and cost of the meal—for example:

Expense Type Dinner	Transaction Date 07/23/2021	Business Purpose Travel	Enter Vendor Name Chili's	City of Purchase Ankeny, Iowa	Payment Type Cash
Amount 25.00 USD	<input type="checkbox"/> Personal Expense (do not reimburse)	Comment			

Receipts

Receipts are only required for expenses \$25.01 and above.

3. Non-Travel Expenses

In general, try to obtain the goods and services necessary to perform your job through Casey's (e.g., through Procurement). Similarly, have vendors bill Casey's directly (rather than incurring the expense and seeking reimbursement) when it is feasible to do so.

Business Meals

Casey's will reimburse Team Members for the ordinary and necessary costs of meals with business associates if the purpose of the meal is business-related. When entering business meals on an expense report, Team Members must specify the names of the attendees and the business purpose served by the meal.

Other

Other expenses may be reimbursable. Consult your Leader if you have questions. Examples of reimbursable expenses that are entered under the "Other" section of expense reports include:

- Professional Subscriptions/Dues (must be pre-approved and generally limited to two organizations per year)
- Seminar/Course fees (must be pre-approved and job-related)

Exclusions

Certain expenses, even if incurred while in the course of Casey's business, are not reimbursable under this Policy. These include:

- Lavish or extravagant expenses, as determined by Casey's in its sole discretion.
- Personal expenses (such as childcare expenses, pet-care expenses, house-sitting, health club or spa expenses, clothing or accessories (including suits, briefcases, etc.) or maintenance thereof (such as shoe shines or dry-cleaning), personal care expenses (such as barber or salon visits), expenses of personal credit cards (such as annual fees, late charges, etc.), personal vehicle expenses other than mileage (such as repairs,

maintenance, cleaning, traffic/parking tickets or fines, etc.), or personal technology expenses (such as mobile phone and accessories, data use, home internet access, home office equipment).

- Theft of or damage to personal property (such as lost phone, stolen briefcase, lost luggage)—but contact Risk Management about potential insurance coverage.
- Unsubstantiated expenses, or expenses for which reimbursement was not requested within 30 days.

Process for Reimbursement—Expense Reports in Concur

Casey's uses **Concur** to manage Team Member expense reimbursements. You will find the Concur icon on [OKTA](#), and Concur's mobile app is available for Apple and Android devices in the App Store and Google Play.

Review the [Concur User Guide - Team Member](#) documentation for detailed steps. (Company Code: W4WL33)

You must **Activate Direct Deposit** in order to receive expense reimbursements via direct deposit through Concur. To do this, you must **Update Your Expense Profile** - specifically, by clicking Profile>Profile Settings>Bank Information.

Expense reports should be submitted once per calendar month as needed, unless you have incurred more than \$50, in which case, you may submit an expense report sooner but within 14 days after incurring the expense.

Detailed instructions on how to complete expense reports are available in the [Concur User Guide - Team Member](#) documentation.

As part of completing an expense report, you will need to attach your receipts (.png, .jpg, .jpeg, .tif, or .tiff files) and you can do this by: (1) uploading them into Available Receipts in Concur (see the Team Member guide for instructions), (2) taking photos of them with your mobile device from inside the Concur app, or (3) emailing them to receipts@concur.com.

Note: This requires verifying your email.

Leaders are responsible for reviewing direct-reports' expense reports in Concur and approving them for processing if the expenses are reimbursable under this Policy. Leaders are required to acknowledge that they reviewed the expense report and receipts. Review the [Concur User Guide - Supervisor](#) documentation for more information how to review and approve expense reports.

Once the Leader has approved the expense report (with attached receipts), the Accounts Payable Department will ensure timely reimbursement payments for permissible expenses are made.

Miscellaneous

If a Team Member receives an excess reimbursement, the Team Member must report and return any excess amounts to the Accounts Payable Department within 120 days.

Reimbursements under this Policy are intended to comply with Internal Revenue Code Section 409A, and all provisions of this Policy shall be construed and administered in accordance with

Section 409A. The amount of reimbursements provided under this Policy in any calendar year shall not affect the amount of reimbursements provided during any other calendar year, and the right to reimbursements hereunder cannot be liquidated or exchanged for any other benefit. However, Casey's shall not be liable to any Team Member for any taxes or penalties imposed under Section 409A on any reimbursements under this Policy.

This Policy supersedes all prior versions published or distributed by Casey's and all inconsistent oral or written statements. Oral statements or representations cannot supplement, change, or modify the provisions in this Policy. Casey's has the maximum discretion permitted by law to interpret, change, modify, or delete any provision in this Policy at any time with or without notice. This Policy is not intended to in any way create any contractual obligations with respect to any Team Member's employment.