

## ZOHO US EXPENSE POLICY UPDATE

January 23, 2022

### Mileage Reimbursement Policy Supplement: Inter-office Travel vs. Business Travel

**January 23, 2023**

| Revision History |                  |                 |                |                  |
|------------------|------------------|-----------------|----------------|------------------|
| Rev.             | Version          | Author          | Approver       | Date             |
| 1.0              | Baseline release | Christian Blood | Vijay Sundaram | June 24, 2022    |
| 2.0              | Minor updates    | Christian Blood | Vijay Sundaram | January 23, 2023 |

The Chennai-based Finance Team has asked us to observe a distinction between two types of mileage reimbursement: Inter-office Travel and Business Travel:

#### **(1) Inter-office Travel Between Austin and New Braunfels**

Zoho reimburses mileage between Austin and New Braunfels.

- To document this expense, supply information from Google Maps, such as a screenshot showing round-trip travel and mileage between your home and the office.
- There is an upper limit of reimbursable miles for travel between the New Braunfels and Del Valle offices of 120 miles/trip.
- There is a limit of four trips/month for non-manager employees.
- Only mileage between your home and the office is reimbursable. Other incidental travel is not reimbursable.
- Inter-office Travel should be submitted to Zoho Expense on its own expense report and not mixed in with other expenses.

#### **(2) Business Travel**

Zoho reimburses mileage when an individual travels for business purposes. This might include a trip from home to Dallas to visit a customer site, or it might include a trip from an employee's home in New Braunfels to the McAllen office (or vice versa). An expense

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report for business travel will naturally include food, mileage (if driving), plane tickets (if flying), and meals.

- Going forward, all business travel expense reports must be tethered to a trip request previously logged in Zoho Expense.
- The Expense Team has asked for more rigorous documentation of mileage for trips that involve large amounts of driving, such as an itinerary that uses Google Maps information.
- For trips between Austin/New Braunfels and McAllen, there is an upper limit of 800 miles/trip.

### **How Expense Mileage**

- Business Trips should be approved by a manager in advance by using the Trip function in Zoho Expense. From the home page, click "Trips" and enter an itinerary.
- On the expense report, trips should be documented with a screenshot from Google maps showing the origin and destination.
- Trips will be reimbursed at the IRS mileage rate applicable at the time of travel. If the IRS mileage rate changes, employees must verify that they are using the current mileage rate for the time when travel occurred.
- Effective July 1, 2022, the rate is 62.5 cents/mile.
- Mileage for Business Trips should be

### **Final Thoughts**

- Zoho acts in good faith, and employees are expected to act in good faith, simply because this policy--which turns on large amounts of money being transferred directly to employees with relatively little documentation--won't work otherwise. The general expectation is that employees will spend most of their time working from their regular office (trips that can't be expensed) and then visit a different Zoho location as the need arises.