



## **SUMMARY TRAVEL POLICY AND SUGGESTIONS FOR CONTROLLING COSTS**

DQS's first preference is to assign local audit resources to conduct the assessment. Local resources within driving distance of the facility are preferable from a cost standpoint for our customers and from a quality of work-life perspective for auditors.

With over 150 auditors in the US, and many more around the world, we are quite successful in deploying local auditors. We also must ensure that the audit team possesses the required program qualifications and competencies in the industry of the customer. Making this match can result in the need to assign non-local auditors.

When auditors must travel for assessments, the following summarizes DQS's travel policy:

1. Air travel – economy, generally non-cancellable flights are booked. The travel agency manages lowest fare selection for both on-line and call-in bookings with exception reporting in each case where lowest fare was selected.
2. Hotels with the lowest rates that provide a reasonable level of comfort and safety are selected. Prepaid bookings are discouraged.
3. Rental cars – travelers use preferred car rental agencies to book compact, sub-compact or intermediate class of cars and the national program provides for LDW coverage through the preferred rental agency. Where more than one auditor is required for the assessment, rental cars are shared. We do not cover the cost of GPS. Refueling costs are also charged.
4. Personal vehicle – where it is more economical or convenient to drive, mileage is charged at IRS allowed rates. Charges for travel to and from the airport, airport parking and tolls may also be charged.
5. Meals - reasonable cost of a traveler's regular meals (breakfast, lunch, dinner and reasonable snacks) including tips while away from home on company business are allowed.

### **Suggestions for customers to minimize travel costs:**

1. Recommend hotels – often customers have negotiated preferred rates with local hotels that are better than the national rate programs.
2. Provide lunch – most customers provide lunch as this allows for continuing discussions and relationship building with the auditor.
3. Planners can advise which audit team composition and audit dates will result in the lowest travel costs. Flexibility in audit dates and the number of team members impact our ability to provide local auditors.
4. Reply to our requests for updated company data and audit date confirmations as early as possible. Auditors will only book airfares once the dates are confirmed. We start this planning process approximately four months before the audit date.