LinkedIn Learning Instructor Expense and Travel Guidelines

Objective

To provide clear guidelines for travel and expenses related to LinkedIn Learning course creation. This document is applicable to contracted Instructors and not Microsoft or LinkedIn Employees. For questions or to share any feedback on this policy, please contact LiL-Prod-Travel@linkedin.com or speak to your Producer/Content Manager.

Instructor Responsibility

To be reimbursed in a timely manner for course-related expenses, the following items are the direct responsibility of the instructor.

- Keep a photocopy of itemized original receipts for all expenses.
- Submit these expenses within 60 days of completion of your course work.
- LinkedIn will only cover approved expenses that are incurred during your recording and travel dates.
- If a purchase not detailed in this policy is required, instructors are expected to obtain written approval.
- Expenses must be converted/submitted in USD and will be paid in USD via ACH to account on record.

Booking Travel for LinkedIn Learning Course Work

For the safety and experience of our instructors, travel will be booked through the LinkedIn Travel Team. The benefits of booking through our agency include:

- Pre-payment of economy airfare, local hotel bookings, and car rental.
- 24/7 Travel Support via specialized LinkedIn Travel Agents in the event of issues during travel

If you choose to arrange travel at your own cost, please carefully read the sections below outlining reimbursement maximums for airfare, hotel and ground transportation.

Seeking Reimbursement for Course Related Expenses

All course-related expenses must be submitted within 60 days of course completion. Visit LinkedIn Learning Instructor HUB for the expense template and submission form.

The sections below outline approved and non-approved expenses. Non-approved expenses or expenses not detailed in this policy must be pre-approved via Production management in writing.

Air/Rail Travel Expenses

Airfare/Rail is pre-paid when travel is booked with the LinkedIn travel agency. All flights/rails will be booked with the lowest logical fare. If you choose to book your own airfare, please see the reimbursement maximums below.

Approved Airfare Expenses	Non-Approved Airfare Expenses

• 1 checked bag each way
• Self-booking maximum reimbursements for airfare are as follows and are non-negotiable:
  ○ Domestic US Round Trip: $400
  ○ Mexico to US Round Trip: $600 Canada to US Round Trip: $700
	• Seat selections
	• Class of service upgrades beyond economy
	• Purchases made using miles or loyalty programs
	• Lounge fees or passes
	• Additional baggage fees beyond 1 bag each way
	• Expenses related to non-instructor guest travelers
	• Change fees/fare adjustments
	• Lost baggage
	• Lost personal belongings or equipment
	• Wi-Fi during air travel

Hotel/Lodging

Hotel bookings are pre-paid when travel is booked with LinkedIn agency. If you choose to book your own lodging, we cannot guarantee full reimbursement.

Please note: When a hotel is pre-paid, you will need to provide your personal credit card to cover incidentals.

Approved Lodging Expenses	Non-Approved Lodging Expenses
• Self-booking nightly rate maximum $165 (includes taxes and fees)	• Room Upgrades • Laundry or dry-cleaning service • Movies or entertainment • Room expenses paid for via loyalty programs

Ground Transportation

Ground transportation policy includes rental cars, rideshare, cabs and the use of personal vehicles:

Rental cars are booked and prepaid for by LinkedIn Agency with our preferred partner Avis. Please note:

- All car rentals will be intermediate size (or smaller, if requested)
- Our car rental package includes LDW & liability insurance and fuel refill
- You are unable to add preferred loyalty numbers to your Avis booking without forfeiting pre-payment Please see below for approved and non-approved ground transportation expenses.

Approved Ground Transportation Expenses	Non-Approved Ground Transportation Expenses
• Airport parking during approved travel days • Mileage to and from the airport on travel days • Rideshare/Cab to and from airport on travel days • IRS Mileage Rate up to maximum 1000 miles OR gas expenses on business travel days when using a personal vehicle • $50 per day towards rideshare or cab if other forms of transportation is not arranged by LinkedIn • Self-Booking Car Rental $50 per recording period day • Gas expenses when using rental cars • Public transportation costs	• Car upgrades • Private car service • Hotel Parking at non-partner hotels • Leisure rideshares to explore the area • Elevated rideshare services like Uber Black • Mileage for rental car • Parking tickets / speeding tickets • GPS services • Additional driving insurance • License fees or penalties

Meals During Course Related Travel

When traveling to a LinkedIn Learning studio, you will be provided with breakfast and lunch onsite. The meal allowance provided is meant to supplement onsite breakfast and lunch. This is not a per-diem. See below for further guidance on meal expenses:

Approved Meal Expenses	Non-Approved Meal Expenses
• $75 maximum allowance per business approved travel day	• Meals for anyone other than the instructor • Excessive alcohol

Other Miscellaneous Course Production Expenses

Other miscellaneous expenses may arise when producing a course for LinkedIn Learning. Check with your producer for written approval prior to purchasing anything not explicitly covered in this policy.

Approved Miscellaneous Expenses	Non-Approved Miscellaneous Expenses

• Course materials (including software or equipment) when pre-approved in writing from production management	• Personal cellular costs • Medical expenses • Software expenses that are not pre-approved • Dry cleaning or clothing purchases • Hair/ Makeup • Personal travel documentation costs • Personal goods – cigarettes, medicine, toiletries • Cash tips without valid receipt