



## **EXAMPLE WORDING**

### **Adding Dinova to Your Travel Policy and/or Employee Handbook**

Dinova's 2018 survey of more than 500 business diners revealed that many employees are unclear about their company's expectations with regard to business dining expenses, whether they're on the road or arranging an in-town lunch meeting. And while the trend appears to be heading more toward trusting employees with flexibility in spending company money, having something in writing helps alleviate inadvertent stress caused by ambiguity.

Here's some sample wording to provide guidance around the Dinova program. Other topics you may want to address include the types of expenses are allowable – for example, snacks, group meals, alcohol, delivery charges, room service, etc.

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[Our company] recognizes that business dining is a big deal, and there are times when business and mealtimes overlap. Whether you're traveling, celebrating a team milestone, hosting a meeting, or bringing takeout with you to a client site visit, food helps nourish the connections that drive lasting relationships. It's also true that all of these expenses add up – not insignificantly – and show in our bottom line.

We have partnered with Dinova, a preferred business dining program, both to offset some of the cost of our dining expenses and to offer employees flexibility in their business dining experiences.



Dinova's network includes more than 20,000 restaurant locations throughout the United States. Dinova restaurants range from fast food to fine dining, with national brands as well as local gems, independents, and farm-to-table options – so there's something for all different business dining needs. Whenever you dine in-network with Dinova and pay with your corporate credit card, our company will earn a rebate on your transaction.

When equal restaurant options are available and appropriate (with regard to price point, location, etc.), our policy is for you to dine at one of Dinova's preferred restaurant partners, rather than at out-of-network restaurants.

Here's what you need to do:

- Choose from the Dinova network of restaurants when deciding where to dine for your expensable business meals.
- Search for restaurants using the Dinova Restaurant Locator app (available on the Apple App Store and the Google Play Store) or online at [search.dinova.com](https://search.dinova.com).
- Dine at the restaurant of your choice (takeout, catering, and delivery from Dinova restaurants are also appropriate).
- Pay for your dining expenses with your corporate credit card.

Dinova's network gives you policy-compliant flexibility to decide which restaurants meet your dining needs for your particular circumstances, while also adding restaurant rebate money back into our budget.

You may also opt-in to Dinova's myDinova Rewards program, where you earn points on those same business dining transactions – points that add up to free gift cards from retailers and restaurants for your own personal use.

Register for myDinova Rewards at [my.dinova.com/](https://my.dinova.com/) or learn more at [dinova.com/mydinovarewards/](https://dinova.com/mydinovarewards/).