

## APJ Travel Policy – Addendum to Global Policy

**This Travel Guideline applies to Acronis employees or contractors who work from the following countries:**

- Australia
- China
- Hong Kong
- Japan
- Malaysia
- South Korea
- Singapore
- Taiwan

### 1. EMPLOYEE AND SUPERVISOR RESPONSIBILITIES

The employee is expected to report all expenses (business related expenditures only) promptly and accurately along with the required documentation describing the business purpose within fifteen (15) days upon the completion of travel.

Supervisors are responsible to ensure their employees comply with all aspect of this policy. By approving an employee's expense report, a supervisor is asserting that he or she has reviewed the expense report and that it is in compliance. Once an expense report has been signed, any issues related to that report will be taken up with the supervisor.

### 2. APPROVAL REQUIREMENTS

Employees may arrange and book their travel arrangements (hotel + transport) only upon approval:-

- Travel cost for the trip is **less than \$500 USD** within the region needs to be approved by the Reporting Manager.
- Travel cost **between \$500 to \$2,500 USD** per trip and within the region needs to be approved in writing by the respective Region Functional Head or budget owner prior to the trip.
- Any travel **exceeding the cost of \$2,500 USD** need additional approval from the Corporate Functional Executive.

### 3. USE OF CORPORATE CARD / CREDIT CARD

The Company had enrolled in the American Express Corporate Card Program (where applicable) and will accept applications for enrollment from employees upon receipt of

written approval from the employee's direct supervisor and the Company's Chief Financial Officer.

- Corporate cards are for business use only
- In order to be reimbursed for charges made on the corporate card, employees must submit monthly statements and supporting receipts as part of the normal expense reimbursement cycle as outlined in this policy.

In the absence of corporate card, personal credit cards are to be used for all business related expenditures. Requests for the Company to make an advance payment for travel related expenses must be approved by the employee's supervisor and the Company's Regional Controllers.

#### **4. ADDITIONAL AIR TRAVEL GUIDELINE**

Employees should book their air travel reservations:-

- preferably in advance (14-21 days)
- the lowest available fare (regardless of carrier) with minimum number of connections available.

All flight arrangements that are not in compliance with this policy will require a business justification and pre-approval from your immediate supervisor and the Region Functional Head or budget owner.

Lost or stolen tickets should be reported immediately. Claims can be made with all major airlines for reimbursement.

#### **5. ADDITIONAL LODGING GUIDELINES**

Employees are required to stay at properties those are clean, comfortable, and safe; as well as those offer the lowest rate available within a reasonable proximity/similar traveling distance to their work destination.

If the employee has a friend or relative who lives in the area where you are traveling, the employee may choose to stay with them. The employee may show appreciation by purchasing a meal or small gift:-

- up to \$40 USD per night, but not to exceed \$200 USD for the trip. A receipt for the dinner or gift must accompany the expense report.

#### **WEEKEND TRAVEL**

Weekend living expenses are reimbursable provided that the travel is necessary:-

- to obtain lower airfare or
- to meet the business objective.
- The Saturday stay-over fare plus any additional day's expenses cannot exceed the cost for direct, round-trip flight to the original destination. The stay-over may either precede or follow the business activity.

## 6. ADDITIONAL AUTOS AND GROUND TRANSPORTATION GUIDELINES

### USE OF PRIVATE CARS/CAR MILEAGE (THIS REIMBURSEMENT IS NOT APPLICABLE TO EMPLOYEES WITH MONTHLY TRANSPORT ALLOWANCE)

Car mileage is only applicable for business journey for employees who use their private car. All employees should claim for the cost of fuel at the defined tax free mileage rate according to the current valid rates and according to the defined Regional/Country company rules.

- The current mileage rate is US\$0.65 per kilometer.

## 7. ADDITIONAL GUIDELINES FOR BUSINESS MEALS AND ENTERTAINMENT EXPENSES DURING THE TRIP

The Company will reimburse APJ employees for:

- Business trips meals based on the applicable options of actual expense or per-diem guideline set in **Attachment 1**.
- Entertainment meals with a business associate (i.e. a non-employee); such meal shall have a clear business purpose identified.

The Company reserves the right to reject any claims:-

- If any charges considered excessive or unreasonable.
- Tips should not exceed the standard rate by Region/Country.
- The Company reserves the right NOT to reimburse excessive alcohol expenses.

Entertainment expenses during the trip (including customer entertainment and employee team building events) are reimbursable only:-

- if it is directly precede or follow a substantial and bona fide business discussion and
- a business benefit must be derived or expected for the expenditure.
- Whenever a business lunch or meeting is held where one or more Company employees are in attendance it is required that the senior manager in attendance covers all business expenses.

Entertainment expenses for business associates (i.e. a non-employee), or with other Company's employees for business purpose must be approved in advance by a manager/immediate supervisor. Entertainment includes:-

- golf outings, sporting events, giveaways, etc
- to include the company name, person, title, number of people being entertained and the purpose on the receipt.
- The Company reserves the right to refuse reimbursement for any expense that may be subject to question in meeting the test of "reasonable and necessary"

business expense or that may be subject to challenge on the grounds that it is a violation of ethical propriety.

## **8. EXPENSE REPORT PREPARATION AND APPROVAL PROCEDURES**

Expense reports must be used at all times to account for all business related expenditures incurred by an employee. All receipts should be for the actual cost incurred and should not be filled out by the employee. Lost receipt charges must be initialed by your immediate supervisor or approved signing manager.

Following details are required to be filled/submitted along with the signed expense reports:-

- Your name, department name, and purpose of the trip, date you prepared the report and the date of the start of the trip.
- Original receipt or invoice indicating proof that the item was paid for. Receipts should be arranged in a logical order and stapled together in a chronological order.
- Separate the charges on the hotel bill into lodging, telephone, meals, etc.
- When entertaining or paying for meals of others, all parties attending the meal and being paid for should be listed. If clients, prospects, customers, vendors, etc., are being entertained, their name, title, company name and status (client, prospect, etc.) should be listed on the back of the receipt including business purpose.
- Credit card receipts will be required for all meal reimbursements except for per-diem reimbursement.
- Reimbursement of e-tickets will require a boarding pass and receipt/itinerary. If a receipt has been lost, make a notation on the expense report or the credit card statement.
- Daily parking receipts, regardless of amount, must be submitted for reimbursement.

All travel and entertainment expense should be reported through the standard Excel Template or expense systems where applicable. ***Please see Attachment 2 for further information.***

### **EXPENSE REPORT DUE DATES**

When travel is completed, employees should submit the expense reports within fifteen (15) days. Effective control of expenses is a vitally important aspect of our business and is the responsibility of each employee who travels.

### **EXPENSE REIMBURSEMENT DATES**

Reimbursement cycle is per your local Finance process.

If the item you plan to submit for reimbursement or expense is not covered by this policy, please contact the Finance Department for guidance. Failure to do so may result in non-payment. Managers are not individually authorized to set or override this travel and expense reimbursement policy.

### FOREIGN CURRENCY

When expenses are incurred in a foreign currency, the exchange rate must be clearly identified on the receipt. If you prepare your expense report before your credit card bill is received (which will show the actual exchange rate), when you receive your bill, you may submit an additional expense report to reconcile the difference. Expense reports for international expenses should note the type of currency and the exchange rate for all items.

All expenses listed should be converted to local currency before being submitted. Currency conversion fees related to business travel will be reimbursed by the Company.

Avoid purchase of foreign currency in airports or hotels as their exchange rates tend to be more expensive.

### UNACCEPTABLE RECEIPTS

Receipts that have been altered or changed in any way will not be accepted.

### NON REIMBURSABLE EXPENSES

In general, expenditures of a personal nature, unreasonable or excessive expenses, those not specifically related to the conduct of company business, and those not specifically covered in the preceding sections are not reimbursable. ***Non reimbursable expenses are as listed in Attachment 3.***

## APJ TRAVEL POLICY ATTACHMENT 1 – PER DIEM AND ACTUAL EXPENSES REIMBURSEMENT BY COUNTRIES (IN USD)

The employee shall apply only one of the following reimbursement options for the designated trip.

### OPTION I: PER DIEM REIMBURSEMENT

		<u>Per Diem Daily Rate</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
<b>AMERICAS</b>	All Countries	<b>60</b>	12	20	28
<b>EMEA</b>	All Countries	<b>60</b>	12	20	28
<b>APAC &amp; JAPAN</b>	Tokyo, Singapore, Seoul, Sydney	<b>60</b>	12	20	28
	Other countries and cities	<b>50</b>	10	20	20

#### Notes:

- Per Diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly.
- If a meal is provided free of charge to the traveler, the cost of that meal should be eliminated from the per diem allowance.
- It may not be carried over to any other meal or expended on any other item. Likewise, adding the money to other meals may not make up for a skipped meal. For example, if lunch is skipped, you may not add it to the dinner meal, increasing the amount to \$27 (domestic travel) or \$48 (international travel).
- It is necessary to list on your expense report, breakfast, lunch and dinner and the amount allowed per meal.
- It is not necessary to support any part of the expense with receipts.

### OPTION II: ACTUAL EXPENSES REIMBURSEMENT

It is understood that certain locations are extremely expensive and would cause undue hardship on the traveler to secure meals and pay for incidentals at this per diem allowance. The traveler may opt for, in these special cases, reimbursement based on actual expenditures. Below is a list of cities/countries where actual expense receipts are allowed:

		<b><u>Rate Reference on Actual Expenses</u></b>
<b>AMERICAS</b>	All Countries	<b>130</b>
<b>EMEA</b>	All Countries	<b>130</b>
<b>APAC &amp; JAPAN</b>	Tokyo, Singapore, Seoul, Sydney	<b>130</b>
	Other countries and cities	Per Diem Reimbursement Only. Not Applicable for Actual Expense Reimbursement.

Notes:

- The above rates are guidelines on actual expenses that the employee may claim on meals in those listed cities/countries. If the actual expenses exceed this guideline, the employee may be requested to provide a justification; and the exceeding amount is subject to HR's approval.
- In these cities/countries receipts must be presented on the expense report to support the actual cost of these meals.

## APJ TRAVEL POLICY ATTACHMENT 2 – EXPENSE REPORT TEMPLATE

### Expense Report



ACRONIS –  
EXPENSES CLAIM F



## **APJ TRAVEL POLICY ATTACHMENT 3 – NON REIMBURSABLE EXPENSES**

### **AIR TRAVEL:**

- Charges resulting from unapproved upgrades for travel.
- Lost airline ticket/processing fees for lost tickets.
- Personal air travel and other personal trip insurance.

### **HOTEL:**

- Hotel expenses due to failure to cancel reservations.
- Sundries, minibar expenses, personal entertainment expenses and in room movies.
- Lodging expenses incurred when staying at the private residence of a friend or family member.

### **CARS:**

- Insurance costs for personal car.
- Fines for traffic or parking violations.

### **MEALS:**

- Lavish or extravagant costs (e.g. very expensive restaurants or exclusive hotels) not warranted by the circumstances.
- Meal expenses not directly related to Company business.

### **ENTERTAINMENT:**

- Personal entertainment (i.e., not incurred in connection with Company business).
- Cost of entertaining guests at home, unless specifically approved by an employee's manager.
- Entertainment costs exceeding US\$100 per person, unless specifically pre-approved by an employee's manager.
- Any expenses related with adult entertainment. The Company does not support any business related activity to include or be associated with adult entertainment. This includes business related dinners or the entertaining of clients at adult clubs/establishments.
- Theater tickets (unless entertaining a customer).
- Bar bills (unless business related).
- Entertainment and meals of spouse or friends while on Company's business.
- Golf, tennis, skiing fees (unless business related).

#### OTHER EXPENSES:

- Charitable contributions.
- Expenses incurred in connection with personal business: barbers/hairdressers; clothing/household items (e.g., clothing damaged at work); weather related items (e.g., umbrellas, overshoes, overcoats, etc.); babysitters; kennel fees; house sitters and travel items (e.g., briefcases and luggage).
- Massage.
- Toiletries.
- Newspapers, magazines, or books.
- Shoe shine.
- Repairs, maintenance, towing or insurance on personal cars.
- Traffic fines and court costs.
- Purchase of luggage.
- Clothing items.
- Finance / late fee credit card charges due to late payment
- Any estimated or unexplained expenses.
- Lost personal items.

#### EXPENSES NOT COVERED WITHIN THIS POLICY:

All expenses not covered within the parameters of this policy should be approved in advance by the Finance Department and your manager/immediate supervisor to ensure reimbursement eligibility. Abuse of this travel and expenses reimbursement policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.