

1. Purpose

Establish general guidelines for business travel management, **advanced expense payment** validation, and reimbursement.

2. Scope

The current policy applies to all business units and all Grupo Bimbo associates.

The specific procedures in business units can be more restrictive, but not more lenient than the current policy, e.g. they can never approve something that is restricted in this global policy, **except as outlined in the meal supplement and weekend travel allowance section.**

Matters related to international allowances, temporary and long term, are addressed in the Global People Department policies exclusively for those cases.

3. Definitions

Frugality: Is the quality of being moderate and cost-conscious regarding business travel expenses, without luxuries or excesses. Business travel expenses must correspond to needs and reasonable conditions.

Travel Expenses: A travel expense is considered when occurs outside of 50 kilometers (31 miles) from the employee's workplace.

Reasonable expense: An expense for business travel that is considered prudent and/or moderate, applying the frugality principle and considering appropriate business needs **and the economic variables of each country.**

Travel supplier: The supplier approved by Global Procurement or who has been assigned in each business unit to provide products or travel services.

4. Responsibilities

Associate: The associate is primarily responsible for the control and justification of travel expenses and complying with the requirements of the current policy.

Direct Manager: The associate's direct manager must examine and, if applicable, approve the expense reports of his/her associates, complying with this policy's requirements and procedures.

Organization and Functional VP's: Supervise and monitor adherence to the current policy within their Organization or Department.

Global Procurement: This area must select, negotiate with and hire the 'travel supplier(s)' to obtain the best quality and services for the Group, at the lowest possible cost.

Global Compensation Department: This area establishes the allowable meal reimbursements for each country, applying the frugality principle. These amounts appear in Appendix I at the end of the document.

Global Tax Department: This area establishes the tax requirements for the deductibility of travel expenses.

5. General guidelines

- Whenever the purpose of the trip is to attend a work meeting, all associates must promote video/teleconferences instead of making business travel.
- When possible and convenient, all associates must use the travel suppliers approved by Global Purchase Department to reserve lodgings, planes, vehicles, etc. **Should there be no authorized vendor at the destination, opt for available alternatives under reasonable conditions and prices comparable to those previously negotiated by the procurement departments.**
- The expense reports must be duly supported and documented to comply with tax requirements and adequate management of travel expenses.
- The direct manager must approve all travel expenses before **their verification and** reimbursement.
- For all travel abroad, the associate must comply with the approved amounts to cover meals, lodgings, etc. in the country the associate visits, and not those in their country of origin (See Appendix I).
- All tax and legal matters that apply in terms of limits or insurance, etc., must be considered and incorporated into business unit/country local procedures.
- Travel expense reimbursements (and advances, if applicable) will be carried out according to the procedures of the applicable business unit and country.
- **Whenever feasible, a maximum of four Directors from Grupo Bimbo should not travel on the same aircraft.**

Travel expenses

Air travel

- As a general rule, airplane transport should only be used when the trip is greater than **300 Km (190 miles)** unless the low cost plane fare is the same or less than the applicable ground transport or when it is necessary due to associates' safety.
- Flights should connect directly with the business destination; in the case, an extension is made, or the itinerary must be changed for personal reasons, the associate must cover the cost difference.
- All associates must travel in economy **or coach however, any associate is free to use his/her frequent traveler points to obtain an upgrade or must cover this cost themselves. Associates may take advantage of the incentives and benefits of frequent traveler programs as long as they use the lowest fares offered by the approved suppliers and the choice of supplier is not affected by an interest in obtaining points for the associates' account.**
- The possibility of traveling in business class only applies to VPs during trips greater than 8 hours of nonstop flights.
- All air flight transport must be reserved with the lowest fare available when this is convenient for the itinerary, and at least 14 days in advance.
- To purchase/reserve tickets with less than 14 days advance notice, the associate must request and attach the area VP's approval.
- The aspects of non-refundable tickets or airlines that do not allow date changes must be considered in order not to incur unnecessary expenses.
- Associates must review the current luggage policies with the selected airline in order not to incur unjustified expenses due to excess weight.
- Booking lodging for a weekend to reduce the expense of air flight is allowed, as long as the expense report includes the cost-benefit analysis (lodging, meals and other expenses vs. the cost of airfare).
- For travel with a stay of over 30 days, the associate is allowed to return to his/her hometown every 14 days if it is a less than a 6-hour flight, every 21 days if it is between 6 and 8-hour flight, and every 28 days if it is over an 8-hour flight. The associate can opt for a family member to visit them within the mentioned times, in this case the company will only cover the air ticket expense.
- **The company will cover charges for flight changes, if these changes were necessary for business purposes; otherwise the associate must pay this cost.**

- In the case of airlines permitting ticket reimbursement or reutilization, the employee is required to carry out the necessary procedures through the authorized travel agency for such transactions. In the event of missing a trip due to unforeseen circumstances, approval from the area VP is necessary to exempt the employee from incurring associated costs.

Travel in private planes

It is forbidden to take private plane travel unless there is no other alternative or it is necessary for time reasons. However, if a VP -including the Executive Committee members- find it necessary to use this type of flight, they must obtain express written approval from the Grupo Bimbo CEO before booking it. Bimbo Bakeries USA is excepted from this rule due to the aircraft assigned to it.

Lodging

- Associates must book accommodation using the preferred suppliers of the Organization in the country in which they are traveling, as negotiated by the local procurement team. If a preferred supplier does not exist, associates must not exceed the class of hotel as deemed appropriate by the Global People Department team of the country they are traveling, which never should exceed four stars (e.g. Holiday Inn Express and Hampton Inn). The only exception is when a superior category hotel offers lower price rates or there are cost advantages regarding location, transfer, etc.
- When the purpose of the trip is to participate in an external convention or event, the associate is not allowed to stay at the host hotel, unless it complies with the requirements outlined in the previous paragraph.
- The hotels' frequent guest programs are approved for the associate if their rate is the lowest and convenient for the business travel.
- The associate is responsible for paying cancellation fees, or for a no-show if not reasonably justified.
- When booking a room for over a week and less than a month, the associate should look for hotels with promotions for longer stays or negotiate lower rates. For bookings longer than a month, the person should look to book a furnished apartment in locations where this is possible, or where it is less costly than a hotel. The mentioned negotiations will be conducted by the purchasing departments.
- Should the weekend stay occur in a city different from the primary business travel destination, the hotel rate must be equal or lower than that the original visitation site. Transfer expenses to/from this alternate city shall be taken by the concerned party.

Meal Supplement and weekend allowance

- All associates must comply with the amounts established in appendix I, located at the end of this policy. Such amounts are considered a supplement to the normal expenses of the associate due to they are performed outside his place of residence.
- As an exception to the preceding point, Organizations may establish food assistance amounts lower than those outlined in Annex I, contingent upon the following conditions:
 - Through a localized procedure stipulating such
 - Exclusive for domestic travels of local employees
 - A standardized amount applicable to all employee levels.
 - If during a trip, a foreign collaborator coincides with a local one, the maximum applicable food assistance amount shall adhere to the parameters outlined in the Organization's local procedure.
- Operational, administrative, and supervisory associates will receive an allowance for each complete weekend that they remain out of their country of residence. Payment will be made in advance, with prior authorization of his/her direct manager, and via payroll for the net amount (gross income minus taxes) according to Annex II of this policy.

- When an associate during a trip and due to business reasons must represent Grupo Bimbo and invite a business meal to other people, the associate should not consider the such expense as travel meal and will only take into account the frugality principle, instead of the amounts established in appendix I.
- Only the meals that have been paid for by the associate will be reimbursed.
- In the case of travel abroad for periods longer than 2 weeks, purchasing food for meals in a supermarket will be exclusively considered as meal expenses if the daily limit is respected for food intake for those days.
- The cost of alcoholic drinks will not be reimbursed. Any alcoholic drinks ordered during business travel are considered a personal expense.
- For travel meals, each associate must obtain individual receipts and report their expenses. Travel meals should be recorded as such on the associate's expense report.
- In the case of group meeting meals, where individual person invoices cannot be issued, the cost of the meal for all attendees should be divided into the largest number of invoices the establishment allows and the most senior associates in attendance must each pay for only one of the invoices. If local associates attend, the payment should only be made by the visitors considering the aforementioned hierarchical order.

Ground transport

- The company pays for taxi expenses to and from the airport as well as travel allowances including tolls. "Shuttle" transfer services to the hotel should be used when available.
- The most efficient, safe, and economically available transport, should be used for all business travel, including Uber or similar services.
- For cases of train travel during the day, the economy rate should be used, and for (all) night travel, a bed option can be chosen. Train/bus tickets must be purchased by the same procedure as plane tickets, wherever possible.

Car rental

- A car can be rented when one is away from one's usual workplace if the rental cost is less than a taxi or other forms of transport.
- The approved car rental must be the economic type with air conditioning. When one travels with another person, renting a medium or sub-compact car is preferable. Renting cars of 8 or more cylinders, or sports/ luxury cars is not authorized.
- It is obligatory to fill the gas tank before returning the car, as a later charge by the rental company for gas will not be reimbursed.
- In the countries that make up the business units, Bimbo Bakeries USA, Bimbo Iberia, and Bimbo Canada, there is a negotiated insurance policy covering car rental. It is necessary to contact the Procurement area of the region for more details on the application and procedure. If the agreement is current and applicable, insurance coverage must be declined.
- For the rest of the world the corresponding insurance must be purchased, as the current agreements with the corporate cards do not have this benefit.

Personal car

- The reimbursable kilometers/mileage will be determined considering the shortest and most direct route, indicate in the application or tool applicable in each country, for the verification of travel expenses.
- The authorized reimbursement amounts for use of a personal car for business travel will be defined according to the limits and rates established by the business unit and country.

- Reimbursements for the use of a personal car must not be higher than the cost of normal transport, unless using the associate's car benefits the company.
- The associate is responsible for complying with the state or country laws with reference to car insurance, as well as for the appropriate insurance for the protection of driver and passengers, at the associate's expense.

Communication

- For all telephone business calls and access to networks, it is expected that the associates use the lowest cost means of communication.
- Necessary, reasonable telephone calls made from personal telephones are reimbursable if they can be verified with receipts.
- Personal calls must be made with the free media offered by Internet (i.e. FaceTime, Skype, WhatsApp, Messenger).
- **The purchase of international internet packages is not authorized.**

Higher medical expenses insurance

- In countries where all levels of associates are not covered by travel insurance, supervisory and not manager level associates, who do not have higher medical expenses insurance, must process emergency coverage for the time they are abroad, through their local People area.
- In the case of a medical emergency, the company for which they are traveling will be responsible for the associate being attended to in a private hospital and covering the expenses for the emergency. The department manager to which the sick associate is assigned will supervise his/her health condition.

Other reimbursable expenses

- Transfer from the associate's house to the airport, train, or bus station and vice versa.
- Parking expenses at the airport for short trips of 1 or 2 days when it is convenient regarding time and expense.
- Tips according to the local guidelines issued by the People Department.
- Required visas and vaccines for international travel. The use of urgent services is not allowed unless the specific needs of the business makes it necessary.
- Issue of Passport expenses
- Parking and toll rates for business travel, with the required receipts.
- Charges for overweight luggage when carrying exhibition material or material required for business travel.
- Washing or cleaners' expense when a stay is longer than 7 days, with the respective receipt.

Non-reimbursable expenses

- Expenses related to a spouse or any family member of the associates who accompanies him/her on business travel.
- Expenses associated with obtaining necessary documents for a passport or visa application, such as original birth certificates, marriage certificates, or other similar documents.
- Insurance coverage for car rental above that established in this policy, and the limits and conditions established by each business unit and country.
- Renting movies, reading material, personal cleanliness, sports event tickets, theaters, concerts, etc., or similar personal articles.
- Medical expenses, medicine and/or medication.
- Expenses for accidents due to carelessness or driving under the influence of alcohol or drugs.

- Mini bars in hotels, except for bottled water and sodas.
- Commuting expenses between an associate's home and their regular work location.
- Any expenses not contemplated in this policy.

Travel expense reporting

- The travel expense report must be submitted and captured into the application or tool available for each country within the time established by the local administration, not exceeding one month to ensure compliance with relevant tax and labor obligations.
- The rate used for currency exchange in the expense report will be the one paid and must be proven with the bank account statement(s) and/or the purchase/sale receipt of the corresponding currency.

Travel restriction due to healthy emergency.

Travel to countries with periods of isolation, due to a health emergency, are not allowed, unless the associates' permanence is longer than four months, the conditions for the assignment have been met and the trip is authorized by the corresponding Executive VP.

As long as the health emergency continues, the cost of the clinical tests, required by the destination country or airline to travel, will be covered.

6. Responsibility / Ownership

The Global Controllershship Department is the assigned owner of this policy and is primarily responsible for its contents, updating, monitoring of its compliance, and submission for approval before the Internal Control and Risk Management Department, the Steering Committee, and the CEO.

7. Updates

The changes implemented in between versions are described below:

Revision / History of the revision				
Version	Revision Date	Updated by:	Approved By:	Main Changes
1				
2	February 9, 2017		Trinidad Carrandi Negrete	<ul style="list-style-type: none"> • As a general rule, airplane transport should only be used when the trip is greater than 400 Km (250 miles) unless the low cost plane fare is the same or less than the applicable ground transport or when it is necessary due to associates' safety.
3	May 3, 2017		Trinidad Carrandi Negrete	Steering Committee and Functional and Business Unit's VP: Self-manage their own travel expenses in accordance with this policy.
4	May 23, 2017		Trinidad Carrandi Negrete	Update of Annex I
5	August 17, 2017	Ayarí Jiménez Landaeta	Trinidad Carrandi Negrete	Update of Annex I
6	September 12, 2017		Trinidad Carrandi Negrete	The possibility of traveling in business class applies only to VPs with longer than 8-hours traveling time.

7	July 10, 2018		Trinidad Carrandi Negrete	Update of Annex I
8	April 11, 2019	Paulina Abril Flores Ramírez	Trinidad Carrandi Negrete	Update of Annex I
9	June 25, 2019	Paulina Abril Flores Ramírez	Trinidad Carrandi Negrete	Update of Annex I
10	August 22, 2019	Paulina Abril Flores Ramírez	Trinidad Carrandi Negrete	Update of Annex I
11	October 11, 2019	Paulina Abril Flores Ramírez	Trinidad Carrandi	The weekend allowance for operative, administrative and supervisory collaborators is added to "Supplement for and weekend allowance", as well as the Annex II.
12	February 4 th , 2020	Paulina Abril Flores Ramírez	Trinidad Carrandi	Update of Annex I and Annex II
13	August 19 th , 2020	Paulina Abril Flores Ramírez	Trinidad Carrandi	Update of Annex I and Annex II
14	05-03-21	Enna Pilar Guerrero	Trinidad Carrandi Negrete	A transitory guideline on travel to countries with health emergencies and clinical tests for COVID-19 were added
15	06-29-21	Enna Pilar Guerrero	Trinidad Carrandi Negrete	Update of Annex I and Annex II
16	09-20-21	Daniel Alberto Nava Guarneros	Gabriela López Juárez	The reference to the <u>GGB-002 Global Policy on the Grupo Bimbo Regulatory Framework</u> was added in the scope of this policy.
17	31-05-22	Mariana Haydee Sanchez Moreno	Trinidad Carrandi Negrete	Update of Annex I and Annex II
18	September 05 2022	Tere Ibarra	Eutimio Quevedo and Trinidad Carrandi	The guideline for associates that decide to work in a different location from its headquarters is added.
19	September 23rd, 2022	Mariana Haydee Sanchez Moreno	Trinidad Carrandi Negrete	Updating the amount of "Maximum meal expense supplement per day" in Argentina from 4,390 to 5,488.
20	December 1st, 2022	Miriam Contreras Cruz	Trinidad Carrandi Negrete	Update of Annex I and Annex II

21	January 16 th , 2023	Sandra Viviana Barrera Villamil	Trinidad Carrandi Negrete	Update of Annex I and Annex II
22	June 1 st 2023	Miriam Contreras Cruz and Sandra Viviana Barrera Villamil	Gerardo Gordillo	Update of Annex I and Annex II
23	September, 2023	Obdulia Pérez Hernández	Eutimio Quevedo Rivera	<ul style="list-style-type: none"> The concept of advanced expense payment is incorporated into the "Purpose" section. In the "scope" section, the limiting condition for the meal supplement and weekend assistance is changed, which can't exceed the established amounts. The definition of travel expenses is adjusted. Responsibilities of the Organization and Functional VP's are added. Responsibilities of the Global Compensation Department and Global Tax Directorate are adjusted. A guideline is added regarding the absence of an authorized provider at the destination. It is added that the immediate supervisor must approve all travel expenses before their verification and reimbursement. It is added that, whenever feasible, no more four Directors should travel on the same aircraft. In the "Air travel" section, the option of upgrading the flight class is added, and the mileage limit for air travel is adjusted. The guideline about reviewing the current luggage policies with the selected airline is added. Guideline regarding flight changes, missed flights, and ticket reimbursement or reuse are added In the "Lodging" section, a guideline is added regarding room rental for more than one week and less one month. A guideline is added regarding weekend stays outside the city where the business travel destination. In the "Meal Supplement and Weekend Allowance" section, a guideline is added regarding defining food assistance

				<p>amounts to be lower than those established in this policy.</p> <ul style="list-style-type: none"> • In the "Ground Transport" section, tolls for road are added. • The guideline for mileage reimbursement on personal car is adjusted. • In the "Communication" section, a guideline is added regarding refraining from purchasing internet packages abroad. • In the "Non-Reimbursable Expenses" section, sodas are added as an exception in the hotel minibar. • The guideline regarding the capture of expenses is adjusted. • Update of the distance criteria for utilizing air transportation.
24	November 11 st 2023	Pamela Magdalena Rocha Jimenez	Gerardo Gordillo	Update of Annex I

Annex I

Country	Currency	Maximum meal expense supplement per day (Taxes included)
Argentina	ARS	8,560
Brazil	BRL	250
Canada	CAD	120
Chile	CLP	40,320
China	CNY	460
Colombia	COP	118,860
Costa Rica	CRC	33,600
Ecuador	USD	50
El Salvador	USD	44
France	EUR	56
Guatemala	GTQ	370
Honduras	HNL	1,160
India	INR	4,240
Italy	EUR	55
Israel	ILS	280
Kazakhstan	KZT	11,650
Mexico	MXN	840
Morocco	MAD	420
Nicaragua	NIO	1,250
Panama	PAB	52
Paraguay	PYG	262,150
Peru	PEN	150
Portugal	EUR	56
Romania	RON	220
Russia	RUB	4,290
South Africa	ZAR	440
South Korea	KRW	76,440
Spain	EUR	55
Switzerland	CHF	101
Türkiye	TRY	360
Ukraine	UAH	730
United Kingdom	GBP	60
United States	USD	89
Uruguay	UYU	2,090
Venezuela	USD	43
	Converted at the free exchange rate from the last day of the immediate previous month.	

Annex II

Country	Currency	Allowance for each weekend (Net amounts)
Argentina	ARS	12,010
Brazil	BRL	390
Canada	CAD	160
Chile	CLP	60,310
China	CNY	650
Colombia	COP	177,240
Costa Rica	CRC	58,020
Ecuador	USD	75
El Salvador	USD	56
France	EUR	85
Guatemala	GTQ	580
Honduras	HNL	1,550
India	INR	5,280
Italy	EUR	73
Israel	ILS	430
Kazakhstan	KZT	15,680
Mexico	MXN	1,710
Morocco	MAD	540
Nicaragua	NIO	1,880
Panama	PAB	83
Paraguay	PYG	416,370
Peru	PEN	300
Portugal	EUR	73
Romania	RON	290
Russia	RUB	6,900
South Africa	ZAR	810
South Korea	KRW	121,700
Spain	EUR	87
Switzerland	CHF	180
Turkiye	TRY	540
Ukraine	UAH	1,340
United Kingdom	GBP	87
United States	USD	110
Uruguay	UYU	3,440
	USD	90
Venezuela	Converted at the free exchange rate from the last day of the immediate previous month.	