



2022 – Coralogix Travel Policy

The purpose of this policy is to set the standard of conduct for Coralogix employees on their business-related travels and to provide clear guidelines and answers to any employee preparing for his/her flights.

It covers the planning, stays duration and costs, the approval process and requirements, and the reimbursement process.

This procedure applies to all employees of the company as well as to anyone who represents the company in a business trip/conference.

The employees are asked to represent the company faithfully while on a work trip and maintain proper rules of conduct.

1.0 Submission and approval

1.1 Direct Manager Approval

When travel abroad is required, the employee must coordinate and approve his departure with his/her direct manager.

2.0 Flight Reservations

2.1 Travel Planning

In order to book flights and hotels (except stay in Israel, see Appendix B) please contact our agent Dalia: dalia.gal@diesenhaus.co.il.

Flight and hotel bookings for a group of 5 or more employees traveling together to the same destination should be booked together via Israeli office manager(Liron@coralogix.com).

Please provide Dalia with a copy of your passport and CC the Israeli office manager(Liron@coralogix.com).

The company will only pay for flights in Economy Class.

The Employee may request a specific flight but should choose the option with the lowest price.

2.2 Approval and Reservation

Prior to ticketing, approval must be obtained by the division manager (see Appendix F).

Any subsequent change must be re-approved.

2.3 Changes and Cancellations

In any case of cancellation or changes in travel abroad, the employee must immediately notify the company agent to stop all procedures such: booking airline tickets, hotel reservations, etc. This includes flights being cancelled in last minute by the airlines due to weather or force majeure.

2.4 Delay in returning due to Force Majeure

In the event of a delay in returning from the trip due to "force majeure" (such as airplane breakdown / airport closure / strike at the airline, etc.), the added days will be considered as a business trip for which the employee will be reimbursed the same way as the original trip, provided that the accommodation was not provided by the airline.

The company will try to get the employee back home as soon as possible.

2.5 Travel Cost Thresholds

The cost thresholds in Appendix A must be met when booking any travel. If the cost of travel is expected to exceed the cost in Appendix A, the employee must receive a pre-approval from his/her division manager.

If the cost of travel is expected to exceed 40% the employee must receive a pre-approval from VP finance after approval from his/her division manager.

Flights Costs

- All employees must travel in Economy Class according to the following guidelines listed in Appendix A

Accommodation Costs

- The cost of the hotel room (including breakfast) will not exceed the rates below, unless specifically approved in advance. In the case of conferences and courses, when the hotel is dictated by the organizers, one must attach the necessary invitation and hotel details.

The following guidelines:

- **U.S. Accommodation:** The cost of a room should not exceed \$250 per night.
- **Europe Accommodation:** The cost of a room should not exceed \$200 per night (235 Euro),
- **Rest of the World:** The cost of a room should not exceed \$150 per night.
- **Israel:** The company has pre-approved a nearby hotel. Booking for the hotel will be processed by the Israeli office manager. (For details see Appendix B)

3.0 Integrating a private trip with a business trip

- The employee must obtain the approval of the division manager when planning a combination of private travel with a business trip, prior to the trip, in which case only expenses related to the business part of the trip will be recognized by the company.
- The employee will carry the accommodation costs during the private trip.
- If the trip is extended at the expense of actual working days- Vacation days will be deducted accordingly.
- In case the extended trip for private purposes will result higher flight cost, the employee will need to carry the cost.

4.0 Travel Preparations - Employee Responsibility

4.1 Passport

It is the employee's responsibility to check that his passport is valid for at least 6 months prior to the trip and that there are sufficient blank pages for border control in his passport.

4.2 Visa

It is the employee's responsibility to ensure in advance that visas are obtained for countries where a visa is required.

4.3 Travel Insurance

All employees are automatically covered under the company's travel insurance policy (see Appendix C for more details).

A traveller that combines business trip together with a private vacation on the same trip, will be insured by the company policy up to 7 vacation days.

The employee **should not purchase any additional travel policy** and will not be reimbursed for such policy.

5.0 Expenses Reimbursement

5.1 Invoices / Receipts

According to the company procedures, the employee must submit original invoices / receipts for all his/her expenses (**except from Per diem**).

Any nonrelated travel expenses should be preapproved by direct manager prior to reimbursement request.

5.2 Reimbursement reports

Employees must submit their expense report by the 22nd of each month (see Appendix D) by using the Excel template (see appendix E) and send to travel.ex@coralogix.com

Deel employees should upload their expense report via Deel platform and not via email.

5.3 Per diem

Coralogix employees are entitled to receive a Per-Diem allowance of \$65 per day for every working day abroad, regardless the trip location. This allowance covers meals, beverages, and other trip related expenses.

To avoid any doubt, a per diem needs to be calculated by the employee as part of the reimbursement report.

5.4 Local Transportation

Employees are entitled to use local transportation at the destination and for getting to & from the airport, including bus, train, Uber/taxi.

5.5 Communications

The employee should pick the most affordable roaming package and reimburse it through the expense report.

5.6 Visas/Entry fees

Visas/Entry fees – Visas for justified business trips will be reimbursed through expense report up to \$200

5.6 Business Hosting

An expense related to a business meeting must be approved in advance by the division manager.

8.0 Rules of Conduct

In every business trip, the employee represents the company and its name. Employees are required to respect the rules of the place in which they are located, both by law and by accepted norms.

An employee is prohibited from receiving gifts, benefits of any kind from a supplier, customer or any other entity connected with a business relationship to the company.

9.0 Emergency Contact

In case of unexpected changes in flights or need assistance with flights or hotels outside normal operating hours, please use the 24/7 telephone number provided by our travel agent (EMERGENCY 24/7 SERVICE: +972-3-7960333 EXT: 1).

Appendix A

Flight Costs

- **Transatlantic Flights (Israel to U.S. and vice versa):** Economy Class tickets should not exceed \$1,400. For transatlantic flights, employees may book "Economy Plus" which should still be within the \$1,400 cost limit.
- **U.S. Domestic Flights:** Economy Class tickets should not exceed \$500.
- **Europe Domestic Flights (Israel to Europe and vice versa):** Economy Class tickets should not exceed \$800.
- **India (Israel to India and vice versa):** Economy Class tickets should not exceed \$800.
- When possible, all flights should be booked **in advance** to benefit from lower fares. **Booking for known travel (such as conferences etc.) must be booked at least 1 month in advance.**
Exceptions will be approved by division manager.
- Every change of flight will need to be pre-approved by the division manager.
- If the price is higher than 40% - the employee should get an approval also from VP finance.

Appendix B

Israel Hotel Reservations

The company has preapproved a nearby hotel – "Play Hotel"

Reservations will be handled by office manager Liron Dan - Liron@coralogix.com

The hotel is located in Israel in the Midtown area in Tel Aviv (see details [here](#))

Appendix C

See attached PDF's:

[Hebrew](#) and [English](#)



Insurance Policy
Hebrew version.pdf



Insurance Policy
English version.pdf

Appendix D**Expenses Items Policy Summary**

Expense type	Receipt required	Special comments
Gift to Client / Vendor / Employee	Yes	
Business meals	Yes	Need to Add number of participants
Conference/trade show/registration fees	Yes	
Visas/Entry fees	Yes	
Office Supplies and stationery	Yes	
Airfare	Yes	Need justification and approval for not using travel agency.
Per Diem	No	Worldwide: \$65USD/day
Public Transportation	Yes	
Mobile/Cellular Phone	Yes	

Appendix E

See attached reimbursement report



Travel Expense
Report.xlsx

Also available [here](#).

(Please download or copy it to your computer-before you edit it)

Appendix F**Divisional Managers**

R&D	Yoni F
Sales US	Matt
Sales ROW	Ron
Marketing ROW	Nikhil
Customer Services	Yoni V
Snowbit	Navdeep / Tzah (Zack)
HR	Talia
Finance	Eran