

Company Travel & Entertainment Policy

Effective June 20th, 2022

1.0 PURPOSE

- 1.1 This policy has been prepared to establish standards that ensure consistent and fair treatment of employees who incur expenses in the regular course of their business activities. It is intended as a guide for employees incurring the expense and for those authorized to approve expense reports. The company travel policy is also meant to keep travel and entertainment expenses in line with company goals of cost savings through exercising our buying power and robust negotiations with vendors.
- 1.2 It is the company's policy to reimburse employees for all reasonable travel and business expenses relating to company authorized business or incurred while entertaining in connection with a specific and company-authorized assignment. Employees are expected to exercise sound, prudent judgment in the disbursement of company funds. The company travel policy will be updated regularly and will be communicated to all employees after such updates.

2.0 SCOPE

This policy applies to all employees and contractors of Plus Germany GmbH (in the following "Plus")

3.0 POLICY

3.1 General Travel Policy

- A. All travel related arrangements need to be pre-authorized by your managers and are to be booked through Plus Germany's office manager (reservations for air, hotel, car, etc.).
- B. When practical, you need to obtain approval for your travel by your manager before you make your travel arrangements.
- C. When possible, travelers need to book at least 7 days in advance to obtain the lowest fare.
- D. All reimbursable travel expenses are to be reported through Expensify monthly for all travel.
- E. Please provide details and descriptions when submitting in Expensify. i.e., A brief description for the purpose or project of the expenses, including starting and ending dates.

3.2 Air Transportation

A. General

- (1) All employees are expected to book flights as far in advance as possible to take advantage of the best price possible.
- (2) Employees are discouraged from volunteering to be bumped off flights, especially if a lost seat would result in any increased costs to Plus, such as lost work time.
- (3) Changing airlines or travel route can dramatically increase the cost of an airline ticket. Whenever possible, the employee needs to travel with the same airline as ticketed and use the original ticket.

B. Domestic Air Travel - Class of Service

Employees traveling within Europe are expected to fly Economy class at the lowest available airfare.

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C. International Air Travel - Class of Service:

Economy class is the company standard for international flights. Flights over 8 hours can book Economy Plus.

D. Air Travel Insurance:

Plus has the group travel insurance plan through GeoBlue so individual purchased travel insurance is not a reimbursable expense by Plus.

E. Additional Miscellaneous Information

- (1) Any wholly or partially used airline ticket needs to be returned immediately to the office manager. Any time an entire ticket is not used, the office manager needs to be notified, so that the tickets can be refunded or reused.

3.3 Auto (Personal and Rental)

A. Safe Driving Policy

- (1) Any employee operating a vehicle for business must immediately report any accident(s), fine(s) and/or violations incurred and provide all paperwork associated with the incident(s) to the Director of HR.
- (2) If your license is suspended or revoked, you are not allowed to drive on the company's behalf. It is your responsibility to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. To the extent that it is necessary to make or receive cell phone calls when driving, you must always be using a hands-free device. Text messaging or engaging in other similar conduct while operating a vehicle on company business is strictly prohibited.

B. Personal Car(s) for Business Travel

- (1) The use of personal cars for business travel will be reimbursed according to the rates permitted by applicable tax laws. Driven kilometers must be documented. Google map your trip from start/end for distance. Break down mileage to/from start/end point. Submit mileage separately for local miles driven at the destination. Expensify will be modified to reflect the current mileage rate Plus uses for reimbursement. Tolls and parking charges will also be reimbursed based on actual charges and usage.
- (2) At all times, you must carry automobile insurance and have the car registered.
- (3) If the employee receives a car allowance, then the per kilometer rate according to the rates permitted by applicable tax laws will not be used; instead actual gas charges will be reimbursed based on receipts submitted.

C. Car Rental

- (1) All car rental reservations need to be made through the office manager.
- (2) While traveling on Company business, employees are instructed to utilize mid-size/intermediate size (or smaller) automobiles. The employee needs to inspect all rental cars at the time of pick up, to ensure any damage to the rental vehicle is noted by the rental agency.

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- (3) The gas tank needs to be refilled to its original level before returning the rental car. (Gasoline purchased at the car rental site is marked up significantly.) Gas receipts need to be submitted through the expense report. Employees are expected to bear the expense of any mileage driven for personal use.
- (4) Employees need to cancel car rental reservations directly with the office manager when the rental car is no longer desired.
- (5) Rentals of convertibles, sport cars, off-road vehicles or motorcycles will not be reimbursed.

3.4 Taxis and Other Local Transportation

The cost of taxis, Uber, Lyft, or trains to and from places of business, hotels, airports, and railroad stations is reimbursable. Receipts are required. Taxis need to be avoided for long trips when the use of a rental vehicle or a train is clearly less expensive. In the case of train journeys, 2nd class must be booked unless of a prior approval from a Manager.

3.5 Travel To and From the Airport

- A. In situations where your schedule or the cost of airport parking makes the use of personal cars inadvisable, the use of an airport shuttle service (multi-person van service), taxi transportation service, Uber, or Lyft is recommended. The use of a private shuttle service can also be used when that is more cost effective.
- B. When a personal vehicle is used to get to the airport, employees need to utilize long-term parking lots whenever possible, and it is required whenever a trip is 2 days or longer.

3.6 Hotel

- A. Hotel reservations need to be made through the office manager to guarantee the lowest available corporate rate up to 140.00 EUR per night. A single room in a business class hotel/motel is the corporate standard. Suite or luxury accommodations will not be reimbursed unless prior approval from an Executive is received. It is expected that an employee will use accommodations appropriate to the nature of his/her business trip.
- B. It is the responsibility of the traveler to cancel any guaranteed reservations which will not be used in time to avoid any cost.

3.7 Meals/Entertainment

- A. The cost of meals is only reimbursable when an employee is entertaining out of-town business associates or customers, or the meal is part of a formally organized conference. Receipts need to always be obtained whenever possible, regardless of the amount; however, original itemized receipts are mandatory for meals equal to or exceeding EUR 60.00 including VAT per person (credit card slips are not sufficient – the financial authorities requires itemized receipts).
- B. The meal limit including tax and tip is EUR 60.00 including VAT per person per meal. Pre-approval from the office manager is needed if over the limit.
- C. The most senior employee present is expected to pay the cost of all entertainment, and the expense report for such entertainment needs to be approved by the senior employee's manager. The expense report needs to include a list of all attendees.
- D. Business Meals: To receive reimbursement for business meals, include all receipts along with the names of all attendees, the name of the company, the event, and the purpose of the meeting.
- E. The costs for personal meals on business trips are reimbursed in accordance with the lump rates of the applicable tax regulations.

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3.8 Employees Traveling Together:

The number of Plus Executives traveling aboard the same aircraft, train, or car needs to not exceed three (3).

3.9 Spouse/Family Travel:

Travel, hotel, meal or entertainment expenses for spouse or family member(s) not employed by Plus are not reimbursable. If traveling with a family member, the employee needs to pay all costs incurred by such family member(s) separately and personally.

3.10 Miscellaneous

- A. Original receipts are required for all miscellaneous expenses. Attach a note if the receipt doesn't describe the expense.
- B. Postage and freight expenses related to company business will be reimbursed.
- C. If an employee is required to pay for transactions in a foreign currency on a credit card, any foreign currency transaction fees will be reimbursed.

3.11 Non-Allowable Reimbursements:

Include, but are not limited to, the following:

- A. Alcohol, unless purchased as part of a meal, and in moderation
- B. Purchase of toiletries, non-prescription drugs, and medicines
- C. Personal entertainment (movies, in-room movies, spas, fitness facilities, sporting events, etc.)
- D. Airline in-flight drinks and any hotel room mini bars
- E. Fines for traffic/parking violations
- F. Unauthorized meeting attendance
- G. Mileage upgrades or general flight upgrades (i.e. for additional leg room)
- H. Excess baggage charges
- I. Golf/tennis/athletic fees/health club fees
- J. Flight and personally obtained travel accident insurance
- K. No-show hotel reservation charges other than for business, health, or personal emergency reasons
- L. Toll statements – to be reimbursed for any tolls; each individual trip and business reason must be itemized. Monthly statements or refresh amounts are not reimbursable unless each trip has been itemized
- M. Car washes
- N. Newspapers, books, and magazines not required for business
- O. Travel to and from the employee's home and normal work location

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- P. Doctor bills, prescriptions, or medical services unless of an urgent or emergency nature and not insured by the employee's medical coverage (vaccinations necessary for international travel will be reimbursed)
- Q. Shoeshines
- R. ATM fees
- S. Late fees are not reimbursable (i.e. for cell phone bills, credit card statements)
- T. Credit card annual membership fees/cost, delinquency fees or finance charges
- U. Purchase of cell phones.

3.12 Reporting of Expenses

A. Personnel Required to Prepare Expense Reports:

All employees incurring business-related travel, entertainment and similar expenses must prepare an Expense Report using Expensify. Expenses are reimbursable to the extent they conform to this policy.

B. Expense Report Submission:

Expense reports not submitted within ninety (90) days of expenditure may not be reimbursed.

C. Entertainment Documentation

- (1) Entertainment requires specific explanation as to attendee names, purpose, and location. In Expensify be sure to identify the names of your attendees and the purpose for the event.
- (2) A detailed itemized receipt (not a credit card statement) is the only acceptable documentation for entertainment expenses.

D. Receipts:

All itemized receipts, i.e., hotels, car rental agencies and entertainment expenses, need to be included in your expense report. If a receipt is not obtainable (e.g., in some countries outside the U.S., receipts for taxis are not available), a separate note detailing the expense and the reason for the absence of a receipt must be submitted. This note needs to be signed by the traveler.

4.0 GUIDELINE DEVIATIONS

If a travel policy guideline deviation occurs, the company may, at its sole discretion, reimburse the employee for the expense. The employee must submit an expense report with a detailed explanation of the deviation along with appropriate receipts. This must be signed or approved via email by the employee's manager.

Version	Date	Drafted by	Revision Details	Reviewed by	Approved by
V1.0	06/29/2022	Genevieve Retzlaff	Initial Release	Zahra Awasthi Lynn Miller	

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