

TRAVEL AND BUSINESS EXPENSE POLICY

Foxconn will reimburse employee (you) for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by your manager. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Foxconn. Supporting expense documentation must include the original receipt for all expenditures, except where specifically indicated. You are expected to limit expenses to reasonable amounts.

The following is a list of guidelines:

TRAVEL APPLICATION FORM

Prior to embarking on a domestic or international business trip, you must complete and submit a travel application form to your manager for business travel approval. Please use the attached latest updated Travel Application Forms for domestic or international trip which requires estimated costs of airline tickets and hotel reservations. For international business trip, an estimated budget request must also be completed and submit to the manager for approval.

Please see attached Travel Application Forms for domestics and international travels.

TRAVEL EXPENSE REPORTS

Within one week of returning from the business trip, you must complete and submit his/her travel expense report to the manager for approval. The Travel Expense Report must be accompanied by the following original supporting documents:

- a) Approved travel application forms;
- b) Receipts of purchase of air tickets and evidence of credit card statement (if you made your own air ticket purchase);
- c) Boarding passes to show that you have actually used the air tickets to board the planes; and
- d) Original receipts to substantiate all your other business expenses.

You can either deliver in person or mail your Travel Expense Report with the above supporting documents to: Ms. Emma Pan - Accounts Payable, Foxconn Corporation, 8801 Fallbrook Drive, Houston, Texas 77064 (Tel: 281-671-1981). Alternatively, you can scan your Travel Expense Report with the above supporting documents and e-mail all the scanned documents to: HoustonAP@foxconn.com. Please retain the original documents as they may be subject to inspection by AP Department or the IRS. Please complete also the ACH Direct Deposit of Expense Reimbursement so that your reimbursements can be directly deposited to your bank account in 5 to 7 days – assuming that all your forms and documents have been approved and are in proper order.

Please see attached Expense Report Form and ACH Direct Deposit Expense Reimbursement Form

ADVANCE TRAVEL FUND

You may request advance travel fund prior to the business trip in an amount not to exceed the total estimated hotel and per diem expenses applicable to the country of intended travel. **Within 30 days after return to home office, you must submit your travel expense report with actual, original receipts (except per diems) to substantiate all travel**

expenses. Foxconn will reimburse you the balance of the total expenses if the expenses exceed the total amount of cash advancement. On the other hand, you will refund Foxconn the balance of the cash advancement if the advancement exceeds the total amount of expenses. If you fail or refuse to submit the travel expense report, or fail to submit actual original receipts to substantiate all or parts of the expenses within 30 days after return to home office, **you agree to authorize Foxconn to deduct from your paycheck an applicable amount of cash advancement** that must be refunded to Foxconn, subject to applicable state and/or federal laws governing employer's authority to deduct money from employee's paycheck.

AIR TICKET PURCHASE – DOMESTIC AND INTERNATIONAL

You must not purchase business travel air tickets using your own credit card. You are encouraged to research and reserve the preferred airline and itinerary from any online air tickets reservation website (e.g. Expedia, Orbitz, Kayak, Ctrip, etc.), and e-mail the preferred itinerary information, along with the approved and signed travel application form, to General Services for purchase of the air tickets. General Services are: Christina Hung (Christina.Hung@foxconn.com, Tel: 281-668-1694) or C.T. Koh (CT.Koh@foxconn.com; Tel: 713-894-5536). All air tickets will be booked in coach or economy class or the lowest available fare. You may provide personal airline membership information to General Services to receive individual frequent flyer miles credits. You will not be reimbursed for cost of air tickets if purchased using his/her own credit card **unless** the trip involves a last-minute, unanticipated, emergency trip which is approved by the manager before the trip is made.

AUTO RENTALS

You will be reimbursed the car rental fees for compact cars or the lowest available priced cars. It is mandatory that a group of employees should travel together and share rental cars. If more than three (3) employees are traveling together, the company will reimburse the cost of a mid-size car. You will also be reimbursed for reasonable gas expenses for car rental incurred during business travel assignments. Before renting a car, determine your actual need. Use common sense and best judgment, and do not accept the rental company's fuel option offer or insurance options, and always fill up the tank before returning the rental car.

AUTO INSURANCE

Company's vehicle: Foxconn will purchase and maintain automobile insurance for company vehicle. If you are travelling on company business and you are authorized to drive company vehicle but are adjudicated to be at fault in an accident, you may be personally liable to pay up to the maximum deductible amount.

Employee's vehicle: If you are authorized to drive your personal vehicle to travel on company business trip, you are responsible for maintaining automobile insurance for your personal vehicle. Reimbursement for any damage due to an accident will be determined by the manager. Foxconn reserves the right to request you to provide valid and sufficient insurance coverage on your own vehicle, as well as a valid driver license. You are responsible for maintaining the required minimum amounts of motor vehicle liability insurance for a private car to cover bodily injury and property damage as mandated under the laws of the state of your residence to establish financial responsibility. Your signature on the expense report certifies compliance with these requirements.

Rental vehicle: If you are authorized to rent a car to travel on company business trip, you must decline the insurance options offered by the rental car company. You are encouraged to use your own major credit card to pay for the car rental fees. In the event of an accident, the car rental insurance associated with the credit card will kick in to pay for any claim for damages. If the damages exceed the maximum limit of the credit card car rental insurance, Foxconn company car insurance may be invoked to pay the balance of damages. If you are adjudged to be at-fault in an accident, you will be responsible to pay for the applicable deductible under Foxconn company car insurance policy.

MILEAGE

If you authorized to drive your own car to travel on company business trip, you are eligible for mileage reimbursement (calculated at the prevailing IRS mileage rate at the time of travel). Tolls and parking fees will be reimbursed if receipts are attached to the expense report. You are responsible for maintaining accurate records to comply with IRS requirements. Car mileages are to cover only the business portion of the your trip while using personal vehicle.

HOTELS / LODGING

When traveling on business, either domestically or abroad, you are expected to select medium-priced hotels or motels, and to avoid luxury hotels. Hotel charges may fluctuate depending on cities and locations, but you are advised to ask for reasonable accommodations when making trip plans with General Services or a travel agent. In general, the reasonable charge will be around \$80.00 per night or the prevailing price-level of a Holiday Inn class hotel in the area of the city of intended stay. You are encouraged to book hotels using the Foxconn IHG Corporate code of **100217819** in order to get the corporate discounted room rates. A list of the Foxconn-contracted IHG hotels is attached to the updated Travel Application Form. Original hotel receipts must be submitted with the expense report.

MEAL REIMBURSEMENTS AND PER DIEM

Domestic and International Business Travels

Employees on domestic or international business travels can elect either meal reimbursements based on actual receipts OR on fixed *per diems*, but cannot mix actual meal reimbursement and *per diems* on a single business trip.

Meal Reimbursement with Actual Receipts: Employees on domestic or international business travels can claim reimbursement for reasonable-priced personal meals not to exceed the *per diem rates* listed below for each country by submitting actual receipts. If you are entertaining vendors or customers, you can claim the entire cost of meals with actual receipts and with manager's approval.

Per Diem: Alternatively, employees on domestic or international business travels can request fixed amount of *per diem* based on the *per diem* rates listed below for the following countries. If you are entertaining vendors/customers, you can claim the entire cost of meals with vendors/customers by submitting actual receipts and with manager's approval. However, a percentage of the *per diem* will be deducted according to the type of meal with vendors/customers: 25% of the *per diem* will be deducted for either breakfast or lunch, and 50% of the *per diem* will be deducted for dinner. The *per diem* deduction percentages are based on U.S. General Service Administration's guidance.

Per Diem Rates:

USA	\$55.00 per day
Mexico	\$40.00 per day
Canada	\$40.00 per day
Brazil	\$30.00 per day
China and Taiwan	\$40.00 per day
Czech Republic (EU)	\$40.00 per day
Japan	\$40.00 per day
Singapore	\$40.00 per day
Korea	\$40.00 per day

Travels in Other Countries

When traveling in foreign countries other than those countries that are listed above in the *per diem* rates, you can only elect to claim meal reimbursements by actual receipts.

Meals with Vendor or Customers

For both domestic and international travels, if you are entertaining vendor or customers, the entire cost of the meal should be listed under the “*Explanation of Expenses for Others*” section. The I.R.S. requires accurate records to be kept by Accounting for such expenditures if they are allowed to be deducted as business expenses by the company. If meals are paid by cash, please indicate so on the receipt. If meals are charged, credit/debit card receipts must be submitted. Original receipts are required for all meals claimed regardless of amount. Meal claims without receipts will not be reimbursed.

Meals paid for other Foxconn Employees

Prudent judgment should be used when buying meals for other Foxconn employees. Prior approval by the appropriate manager is normally required. Meals for other Foxconn employees paid for by the business traveler must be reported on the “*Explanation of Expenses for Others*” section with the other Foxconn employees’ names listed.

Travel Days

You can claim meal reimbursements or *per diem* on travel days.

PARKING

Proof of payment or receipts for parking must be attached to the expense report to claim reimbursement.

TRANSPORTATION EXPENSES - TAXI, UBER, LYFT, SUBWAYS, BUS, TRAINS, FERRY AND OTHERS

You will be reimbursed for actual business related transportation expenses such as taxi, Uber, Lyft, Didi, shuttle, bus, subway, ferry or train rides supported by actual receipts. Transportation claims without actual receipts will not be reimbursed.

LAUNDRY

Reasonable laundry charges will be reimbursed only for business trips lasting more than three (3) days unless there are extraordinary circumstances (which must be explained on the expense report). Original receipts must be attached to the expense report.

FOXCONN ACCOUNTING AND HUMAN RESOURCES DEPARTMENT

(Effective: July 1, 2020)