Americas Campus Recruiting1HUMANCAPITAL MANAGEMENT2023 Intern Travel, Expense Management and Reimbursement InstructionsPlease refer to the below policies to facilitate your upcoming travel with the firm. Reach out to your divisional recruiter if you have any further queries.OVERVIEWThe firm will cover round trip travel costs up to $750 from / to your school or permanent home between May 20, 2023 and August 18, 2023. Arrangements for your travel may only be made directly through Goldman Sachs’ exclusive online travel booking service, which you will receive in March. Please review the following guidelines carefully before booking your travel with the instructions provided below. You will not be reimbursed for any travel arrangements that are made outside Goldman Sachs Travel Services.For Those Booking Flights/Trains to/from Internship:•All flights/train tickets must be booked by May 1, 2023 (travel dates must be between May 20th – August 18th). If you need to travel outside of these dates please request recruiter approval by emailing americascampusrec@ny.email.gs.com•Please do not make multiple one-way bookings, all bookings should be made at one time.•The cap on any fare is $750. The travel booking platform will automatically recommend the cheapest fare for the times/dates selected, and you must select one of recommended options.•Once a booking is completed, all remaining budget between $750 and the cost of that booking is forfeited.•Changes to flight dates/times can be accommodated by calling travel phone number, but the individual will be responsible for any expenses incurred (change fees / fare differences) unless the change is for approved business reason.For Those Driving to/from internship:•The firm will reimburse $0.585 USD per mile travelled.•The cap on total reimbursement is $750 round trip.•Tolls, Parking, etc. are not reimbursed separately, and are already included in the reimbursement amount above. •You will be able to request reimbursement for travel costs once you begin your internship. •If you book a roundtrip train or flight, you are not eligible for driving reimbursement•Sample Reimbursement Examples:•If you drive 250 miles round trip, you can request $146.25 reimbursement•If you drive 1,282 miles round trip, you can request $750 reimbursement•If you drive 1,800 miles round trip, you can request $750 reimbursement (due to the cap of $750)EXPENSE GUIDELINES All flights and trains booked directly through the GS Travel will be charged directly to Goldman Sachs.For incidental expenses, you will be issued a temporary American Express Corporate card (you will receive a physical card and access to a digital account) to cover specific non-air/rail travel expenses. You will receive an email when your corporate card (AMEX Go) is ready to be set up. When the email is received, please leverage the instructions on page 3 to access your account. In addition to AMEX Go digital card, you will also be provided a physical American Express card that can be leveraged.Goldman Sachs will receive transactional details of all expenses charged to your temporary American Express account. Please review the below expense guidelines carefully. Goldman Sachs is not responsible for any charges that exceed these guidelines. If you are in violation of the firm’s policies, youreligibility for employment at Goldman Sachs may be terminated and you will be required to reimburse the firm. Be sure to keep receipts of all expenses as you may be asked to submit for proof of purchase. Non-Eligible Expenses The American Express Corporate account cannot be used for the following: a) Daily commuting cost to and from the office (unless approved for certain regional hires).b) Any corporate car or black car service.c) Any unapproved expenses incurred as a result of changes to your confirmed flight or rail itinerary.d) Any expenses incurred during your time in the airport or train station (this includes, but is not limited to, food, drink, and souvenirs).e) Any late-night meals or car service (including taxis) costs incurred during the Summer Program •For applicable meal charges please be sure to leverage a team member or your business unit manager for their corporate card information. Eligible Expenses - will vary by your preferred choice of travel, please review the scenario that applies to you - Eligible expenses must fall within the $750 maximum unless otherwise approved by reaching out to americascampusrec@ny.email.gs.comDriving Personal Car Travel Policy •If you decide to drive you will have to submit a reimbursement form for personal car use and it can be expensed at $0.585 USD per mile, it can be reimbursed via Concur when you receive access. Please be sure to save all receipts. •Cost of car rentals will not be expensed, but miles driven will be expensed at the same rate as use of a personal car. To show mileage, you must include a printout (e.g., Google Maps). •All costs associated with use of a personal car are reimbursable for your trip to and from Goldman Sachs only. Please note that we will not reimburse you for car service or car rentals.•Only round-trip travel between your school or home and Goldman Sachs are eligible for personal car use

Americas Campus Recruiting2HUMANCAPITAL MANAGEMENTAir and Rail Travel Policy•Air or rail travel must be booked through the firm’s travel agency via the firm’s Concur online booking system. An email with your individualized login details will be shared separately. When these individualized login details are received, please follow the Travel Booking Instructions below to complete your booking. •Only the lowest-fare, and comparable fares, roundtrip economy class tickets will be issued. Bookings will be monitored by the firm’s travel agency and escalated where necessary.•Book as early as possible. Air fares increase closer to the date of travel and may become unavailable.•Please include all legs of travel during the initial booking. If you require an extra leg due to orientation travel, please complete a separate booking.Only the following scenarios will be eligible for booking:-School◊ Internship Location ◊ School -School ◊ Internship Location ◊ Home Location-Home Location ◊ Internship Location ◊ Home Location-Home Location ◊ Internship Location ◊ SchoolOnly the following scenarios will be eligible for booking multi-leg travel due to orientation travel: -Leg 1: School ◊ Orientation Location ◊ Internship Location -Leg 2: Internship Location ◊ School-Leg 1: School ◊ Orientation Location ◊ Internship Location -Leg 2: Internship Location ◊ Home Location-Leg 1 Home Location ◊ Orientation Location ◊ Internship Location -Leg 2: Internship Location ◊ Home-Leg 1: Home Location ◊ Orientation Location ◊ Internship Location -Leg 2: Internship Location ◊ School•You do not need to cover the cost related to hotel stay if you’re traveling to a different office location for Orientation, these instructions will be provided to you at a later time.•Spouse or domestic partner’s travels will not be covered and cannot be booked with the firm’s business travel agency.•If you require changes to your reservation for personal reasons these can be accommodated but it is expected that the intern cover any additional costs associated with the changes.•The firm does not cover travel inconveniences such as lost baggage and extensive delays. We recommend you purchase travel insurance (at your own cost) for your journey should you require such coverage.Eligible AMEX Expenses for those traveling by Air/Rail•Baggage Fees - Baggage fees are eligible for coverage up to $200. This amount is included in the overall $750 maximum. It is recommended to pay for these expenses using the physical AMEX card. AMEX Go will not be accepted for these expenses while traveling. •Ground Transportation – Ground Transportation fees are eligible for coverage up to $200. Roundtrip costs for use of a subway, train, taxi service are reimbursable for your trip to and from the airport/rail and the location of your residence only. The following round trip ground transportation travels are eligible:oBetween your school or home and the airportoBetween the airport/train station and your residence for the SummerOut of Policy – In the event your travel is more than the maximum allowance of $750 this will require recruiter approval and cases will be reviewed on an individual basis. •If you require a booking over $750 round trip, please follow the below steps.1. Request the travel booking through Concur2. Email americascampusrec@ny.email.gs.com with the details of your request3. GS will then review your request, allow 48 hours for this review4. If the request is approved, travel will be booked, and you will receive a confirmation email. If the request is denied, you will receive an email. TRAVEL BOOKING INSTRUCTIONS1. Visit www.concursolutions.com2. Sign in with your username (provided separately via email)3. Click “Next”4. Click “Sign in with your password”5. Enter password (provided separately via email)6. You will then be requested to update your profile7. Select your preferred travel itinerary (Round Trip, Multi City, or One Way), Departure/Arrival cities, and dates, then click “Search” 8. While making your reservation, you will have a prompt asking “Is this trip for a meeting?”•Please choose the event name for the location you are interning i.e. if you are interning in the New York City Area please choose “Americas Summer Interns New York”9. Click “Next”10. Your choices will now appear, please make your selection11. Review itinerary, select your seats, and choose payment method listed in drop down12. Press “Reserve Flight and Continue”13. Continue to click through the remaining prompts until you reach the page that says “Finished”14. If you book a One Way/ Multi City booking, the event name prompt will not appear on Concur, please continue with reservation online. It’s encouraged that you book a return ticket.

Americas Campus Recruiting3HUMANCAPITAL MANAGEMENTIf you have any difficulties booking your flight, please call the GS Amex Groups Team quoting the Event Name, Summer Interns Americas, and Group code INT 712•Telephone: +1-669-272-1411 Option #3 •Email: GS Group Travel Americas Gsgrouptravel-americas@amexgbt.comEXPENSE REIMBURSEMENT PROCESS(for expenses not charged on your temporary American Express account)All expenses should be charged to your temporary American Express account where possible. If you incur other eligible expenses during your travel to the internship that are not accounted for on American Express, you must submit your Expense Reimbursement via Concur once you begin your internship program. (Instructions shared on pages 3-6). To avoid any delays in the reimbursement process please submit your request as soon as you receive access.If you incur other eligible expenses during your travel after the internship that are not accounted for on American Express, you must submit your Expense Reimbursement via Expense Reimbursement Form to obtain reimbursement. (Instructions on page 9) When submitting a reimbursement form, please keep copies of all your receipts and/or expenses for your records. We cannot reimburse any expenses without the accompanying information. No exceptions will be made. Payment takes approximately 3-4 months from the time we receive the reimbursement form to be processed and sent to you.All completed reimbursement forms and receipts must be scanned legibly and returned to campuscoordination@ny.email.gs.com.Reimbursement forms not sent to this address will not be processed.When filling out the reimbursement form please be sure to include your full name, permanent address, phone number, e- mail address, school attending and the division you are interning with. When filling out direct deposit information make sure to include bank name, bank location, account number, routing number (9-digit number for all banks in the United States) and full name as it appears on your account.AMEX GO MOBILE APP SET-UP GUIDEWe have provided you with an American Express Go (Amex Go) which is a reusable virtual card for you to use for incidentals during your travel to/from the internship. In addition to AMEX GO you will also receive a physical American Express card.Please check the email you provided for your Amex Go. You will be receiving 2 emails from American Express:1. Welcome Email – containing link to download Amex Go Mobile App (compatible with iOS & Android) 2. Amex Go Enrollment Email – this email contains your enrollment code to use once you’ve DL the app. Note – the enrollment code will only be active for 48 hours. Please follow the directions provided in the emails. Once you’ve set-up your account in the Amex Go mobile app, your card is ready to use immediately. Prior to using your Amex Go, please review the Amex Go User Guide and the FAQ.American Express Go End User Guide UFAQ’s 1) Who should I contact if I’m having technical issues?For technical issues while setting up the app, please call the help desk, 1-800-279-6069. 2) Which apps can I connect with Amex Go?Amex Go can be used in but not limited to: Apple Pay, Google Pay, and Samsung Pay, Uber, Lyft, etc.Note: some mobile wallets have restrictions on the number of American Express Cards a user can have in the mobile wallet at a time. If you have multiple American Express Cards and are restricted from adding Amex Go, please try removing another American Express Card from the wallet and try again.3) Where can I find my credit card information? On the Card Info tab within the mobile app, you can find your credit card details. Please reference the User Guide for more information.4) What is the billing zip code?10282 5) What type of purchases can I use it on?Travel costs up to $750 (including fees) from / to your school or permanent home between May and August 2023. Please reference the above 2023 Intern Travel and Expense Management guide for further details.

Americas Campus Recruiting4HUMANCAPITAL MANAGEMENTEXPENSE REIMBURSEMENT PROCESS – CONCUR MOBILEYou will leverage the below reimbursement process through Concur for expenses that were not charged to your AMEX GO or AMEX card. Reimbursement through Concur can only be processed when the start at the firm and during your time of employment (given SSO login).How to install and how to use. Step 1: How to set upStep 2: How to use

Americas Campus Recruiting5HUMANCAPITAL MANAGEMENT3. How to enable E-Receipts.4. Uploading Receipts – via Web, Mobile and or Email

Americas Campus Recruiting6HUMANCAPITAL MANAGEMENTUploading receipts continued. 5. Creating Reports

Americas Campus Recruiting7HUMANCAPITAL MANAGEMENTUseful links – If you have additional questions, we recommend referencing the below links. Note, that the below links will be available to you once you have joined the firm as an intern. •Concur Training: https://app.gsweb.site.gs.com/content/internal/440766/•Concur FAQ: https://app.gsweb.site.gs.com/content/internal/451080/•Get Started Self Training: https://www.concursolutions.com/expense/client/view\_training.asp•Firmwide Expense Policy: https://app.gsweb.site.gs.com/content/internal/428856/Expense\_Management

Americas Campus Recruiting8HUMANCAPITAL MANAGEMENTHow to find your bank account and routing number:

Goldman Sachs Recruitment Expense ReimbursementFormInstructions:1.Please fill this form out electronically only. 2.All fields are mandatory. 3.Verify that all details are complete and accurate then electronically sign the form.4.Scan copies of all receipts and email them to campuscoordination@ny.email.gs.comalong with the completed reimbursement form.SECTION 1 -To be completed by Candidate (Use capital letters only)Full NameEmailPhone #UniversityDivisionComplete Mailing AddressCityStatePostal CodeSECTION 2 – Expenses (To be completed by Candidate)DateExpense Category (Taxi, Meal, Etc.)Description (Brief Description of Expense)AmountTotal AmountCurrencySECTION 3 -Bank Account Details (To be completed by Candidate)(No third party accounts allowed, all accounts must be in candidates name)Bank NameAccount Holder Name (in block letters)Bank Account NumberSwift Code/Routing Number (Routing number is a 9 digit # on bottom of check)Branch AddressI confirm that the information provided above is accurate and I have incurred a total amount ofAmount XXXtowards travel expenses for traveling to <<Division & Location>> (e.g. IBD, New York)Signature: SECTION 4 -To be completed by Goldman SachsName of RecruiterIntern DivisionName of SubmitterDBS CodeSignature of Submitter9

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**OUTLINE**

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**NEXT**