

Employee Travel Policy & Procedures

DeepShield Systems, Inc.

Effective Date: January 1, 2024

Policy Number: HR-2024-001

1. Purpose and Scope

1. This Employee Travel Policy & Procedures document ("Policy") establishes guidelines and procedures for business-related travel by employees of DeepShield Systems, Inc. ("Company").
2. This Policy applies to all employees, contractors, and consultants traveling for Company business, including domestic and international travel for client site visits, security assessments, training delivery, conferences, and business development activities.

2. General Travel Guidelines

1. **Travel Authorization**

- All business travel must be pre-approved by the employee's direct supervisor
- International travel requires additional approval from the relevant VP or Department Head
- Travel to high-risk locations requires Security Team assessment and CEO approval

2. **Booking Requirements**

- All travel arrangements must be made through the Company's designated travel management system (Concur)
- Bookings should be made at least 14 days in advance for domestic travel and 21 days for international travel
- Exceptions require VP-level approval

3. Transportation Guidelines

1. **Air Travel**

- Economy class for domestic flights and flights under 6 hours
- Business class permitted for flights over 6 hours or when required for client meetings
- Direct flights preferred when available within 20% of lowest fare
- Airline loyalty programs may be used if no additional cost to Company

2. ****Ground Transportation****

- Use of ride-sharing services (Uber, Lyft) preferred over taxis
- Rental cars authorized when cost-effective or required for client site visits
- Standard/intermediate vehicle class only; upgrades at employee expense
- Personal vehicle use reimbursed at current IRS mileage rate

4. Accommodation Guidelines

1. ****Hotel Selection****

- Use Company-preferred hotels when available
- Maximum nightly rates:
 - Domestic: \$250 (standard markets), \$350 (high-cost markets)
 - International: \$300 (standard markets), \$400 (high-cost markets)
- Extended stay rates required for stays exceeding 5 nights

2. ****Special Considerations****

- Security-approved hotels required in high-risk locations
- Additional requirements apply for critical infrastructure site visits

5. Expense Guidelines

1. ****Meal Allowances****

- Daily meal per diem:
 - Domestic: \$75/day
 - International: \$100/day
- Actual expense reimbursement with receipts required
- Client entertainment requires separate approval

2. ****Reimbursable Expenses****

- Internet/WiFi charges
- Required visas and travel documents
- Vaccination costs for international travel
- Business center services
- Emergency supplies for OT security assessments

3. ****Non-Reimbursable Expenses****

- Personal entertainment
- Spouse/companion travel
- Room service charges
- Airline club memberships
- Flight/hotel upgrades

6. Security and Safety

1. ****Travel Security****

- Register all international travel with Global Security team
- Carry Company-issued emergency contact information
- Use Company VPN for all network connections
- Secure laptop and critical infrastructure assessment tools
- Follow country-specific security protocols

2. ****Health and Safety****

- Maintain required immunizations for international travel
- Carry Company-provided travel insurance documentation
- Report all incidents through Security incident portal
- Follow COVID-19 and other health protocols as required

7. Compliance and Reporting

1. ****Expense Reporting****

- Submit expenses within 5 business days of return
- Include all required receipts and documentation
- Separate client-billable expenses
- Note any security-related expenses

2. ****Policy Violations****

- Violations may result in disciplinary action
- Repeated violations may affect travel privileges
- Fraudulent claims subject to termination

8. Policy Administration

1. This Policy is administered by Human Resources in coordination with Finance and Security departments.
2. Exceptions require written approval from Department VP and CFO.
3. Policy reviewed annually and updated as needed.

9. Document Control

Version: 2.0

Last Updated: January 1, 2024

Policy Owner: Human Resources

Approved By: Robert Kessler, CFO

Next Review Date: January 1, 2025

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