

Corporate Expense Management Guidelines

Nexus Intelligent Systems, Inc.

1. Purpose and Scope

1 These Corporate Expense Management Guidelines ("Guidelines") establish the comprehensive framework for expense authorization, reporting, reimbursement, and financial control for Nexus Intelligent Systems, Inc. (the "Company").

2 These Guidelines apply to all employees, contractors, and authorized representatives who incur business-related expenses on behalf of the Company, regardless of employment status or organizational level.

2. Definitions

1 "Authorized Expense" shall mean any business-related expenditure that:

- a) Directly supports the Company's operational objectives
- b) Complies with this policy
- c) Has been pre-approved or falls within established spending parameters

2 "Expense Report" means the standardized documentation required to substantiate and request reimbursement for business expenses.

3 "Material Expense" refers to any individual expense or series of related expenses exceeding \$500 USD.

3. Expense Authorization Protocols

1 Expense Authorization Hierarchy

- a) Executive Leadership: Unlimited authorization within annual budget
- b) Department Heads: Up to \$5,000 per individual transaction
- c) Managers: Up to \$1,500 per individual transaction
- d) Individual Contributors: Up to \$250 per individual transaction

2 All expenses must:

- Align with current fiscal year budget
- Have demonstrable business purpose

- Be accompanied by original receipts
- Comply with IRS accountable plan regulations

4. Expense Categories and Limitations

1 Travel Expenses

- Airfare: Economy or business class (with pre-approval for business class)
- Lodging: Maximum of \$350 per night in primary markets
- Meals: Up to \$75 per person per day
- Ground Transportation: Actual reasonable costs

2 Technology and Equipment

- Hardware purchases require Chief Technology Officer pre-approval
- Software subscriptions must be centrally procured through IT department
- Maximum individual equipment purchase: \$2,500 without additional approvals

3 Professional Development

- Conference and training expenses: Up to \$3,000 annually per employee
- Requires direct manager and HR approval
- Must demonstrate clear professional development alignment

5. Reimbursement Process

1 Expense Submission Requirements

- Complete digital expense report within 30 days of incurring expense
- Attach digital copies of all original receipts
- Provide detailed business justification
- Submit through approved corporate expense management platform

2 Reimbursement Timelines

- Correctly submitted reports processed within 10 business days
- Reimbursement via direct deposit to employee's registered bank account
- Incomplete or non-compliant reports returned within 3 business days

6. Compliance and Enforcement

1 Violations of these Guidelines may result in:

- Denial of expense reimbursement
- Disciplinary action
- Potential termination of employment

2 The Company reserves the right to audit expenses randomly and retrospectively.

7. Modifications and Amendments

1 These Guidelines may be modified by the Chief Financial Officer with consultation from the Executive Leadership Team.

2 All employees will be notified of material policy changes via official communication channels.

8. Acknowledgment

By submitting expenses or accepting reimbursement, employees acknowledge full understanding and agreement to these Corporate Expense Management Guidelines.

9. Effective Date

These Guidelines are effective as of January 22, 2024, superseding all prior expense management policies.

Approved By:

Michael Chen, Chief Financial Officer

Nexus Intelligent Systems, Inc.

Date: January 22, 2024