



Travel and Entertainment Expense Policy

Addendum for Xactly India - Extended Visits to Corporate Headquarters

1.0 Purpose

Special arrangements have been made for employees visiting Corporate Headquarters for two or more consecutive weeks. Except as provided herein, all other provisions of the standard Travel and Entertainment Expense policy apply. Any exceptions to the Extended Stay policy must be approved in advance by the department's VP.

To qualify for the Per Diem and any reimbursements outside the Per Diem, the employee must sign and return the "Travel and Entertainment Expense Policy Confirmation" and the "Extended Stay Addendum Confirmation" to People Operations.

2.0 Traveler's Responsibility

- Notify Xactly India's G&A team well in advance of the expected travel dates to get the tickets and accommodation arrangements. The employee need to send an email to **traveldeskblr@xactlycorp.com**.
- Incur only expenses that are consistent with the business needs and exercise care in determining appropriate expenditures.
- Submit expenses reports to the Xactly India Finance for settlement on timely basis.

3.0 Per Diem Allowances

Employees travelling to HQ will be provided a Per Diem allowance in the amount of US \$60 for each scheduled day of travel. The majority of the Per Diem will be issued as a travel advance on an international bank debit card; a modest amount will be issued in US currency so you will have some cash ready for use immediately upon arrival. Should the trip be cancelled or shortened, any excess Per Diem for the cancelled travel days must be returned to Xactly India Finance immediately upon cancellation of a full trip or within 7 days of returning from the shortened trip.

The Per Diem is to be used to cover business-related meal, ground transportation, laundry and incidental expenses incurred by the employee during the extended stay. You do not need to submit receipts for expenses covered by the Per Diem. (See Corporate policy for eligible expenses.) Any costs incurred for personal reasons are the responsibility of the employee.

4.0 Air Travel

Air travel must be via the most direct and economical means, accommodating the comfort, need and preferences of the employee. You must inform the India G&A team (**traveldeskblr@xactlycorp.com**) as early as possible to make the necessary arrangements. All employees will fly the least expensive economy class. Any upgrades must be at the employee's expense.

5.0 Ground Transportation

Ground transportation to and from the airport will be reimbursed separately from the Per Diem. Taxi cabs and airport shuttle buses are recommended; airport shuttles are preferred as the most economical choice. Receipts for airport transportation must be obtained and submitted for reimbursement.



For daily travel to and from the hotel, the extended stay hotels have free shuttle bus service that should be used as the primary mode of ground transportation. The hotels also have access to city bus service and taxi cabs. Travelers should obtain instructions and/or schedules from the hotel. Except for travel to and from the airport, all ground transportation costs are covered by the Per Diem.

Car rental is discouraged.

6.0 Lodging

Lodging will be provided at nearby extended stay hotels where the Company has negotiated discounted rates. The rooms are equipped with internet service and private kitchens with access to shared laundry and recreational facilities.

Hotel reservations will be coordinated through the receptionist at Headquarters. Costs for the room will be billed directly to the Company and paid by Xactly India. Other incidentals (such laundry, snacks, etc.) are to be paid by the employee; eligible incidentals are covered by the Per Diem.

7.0 Insurance Coverage

Xactly India carries overseas business travel insurance to cover employees during their dates of travel. The policy covers such things as accidents, emergency medical expenses and travel inconvenience (baggage loss, etc.). Travelers should obtain detailed information from HR team before they depart and carry it with them during throughout their trip.

8.0 Phone Expenses

Xactly India provides Matrix calling number from the date of travel. The plan details will be shared along with the calling card. The recharge will be done by company if an employee is travelling more than 30 days or if the specified trip is extended due to official reasons. Also, employee need to send an email to Travel Desk for the same.

9.0 International Travel Expenses

Expense reports must be submitted within 7 days after completing the trip (or monthly, if the trip is longer than 4 weeks.) To expedite reimbursement, we recommend submitting the approved expense report to the Finance team at least 7 working days prior to the next regular pay date. Employee is requested to refer the Expense reimbursement policy to know more on the reimbursement policy.

Extended Stay Addendum Confirmation:

By printing and signing this "Extended Stay Addendum Confirmation" below, I confirm that I have received, read and understand the terms and conditions of the Company's "Travel and Entertainment Expense Policy" and its accompanying "Addendum for Xactly India - Extended Visits to Corporate Headquarters", agree to adhere to those policies and procedures and hold the Company harmless from consequences that may arise directly or indirectly from my non-adherence to the policies and guidelines. I understand that the Company may from time to time alter and/or adjust terms of the policy and that it is my responsibility to read and understand any such changes when published.

Signed: _____

Email: _____