

Travel Policy

INTRODUCTION

Purpose of Policy

This document provides requirements, guidelines and procedures for associates who are on business travel and incur business travel and entertainment expenses on behalf of Advantage Sales & Marketing LLC dba Advantage Solutions ("the Company").

Objectives:

- Ensure all associates have a clear and consistent understanding of policies and procedures for business travel and entertainment.
- Ensure that the travel expenses of the Company are controlled based upon expected standards and the expectation that associates control business travel expenses by exercising sound judgment with respect to use of company funds.
- Maximize the Company's ability to negotiate discounted rates with preferred suppliers and reduce travel expenses.
- Ensure associates conduct themselves in a professional and respectable manner when representing the Company while on business travel.

Adherence with this policy is required by all associates while on business travel. The Company reserves the right to take disciplinary action for non-compliance with this policy up to and including termination of employment. The Company also reserves the right to decline reimbursement on any travel, entertainment, or other expenses it determines to be contrary to the intent of this policy or in violation of any government regulations.

Scope:

This policy has been authorized by Executive Management and applies to all Corporate, Division and Group personnel and extends to all levels of associates and other individuals receiving expense reimbursement from The Company. Specific business units may, at their discretion, impose greater control than required by this policy.

General Statement:

This policy is intended to establish guidelines for the reimbursement of ordinary and necessary business expenses incurred by an associate in the performance of their, assigned duties. Since it is not practical to set forth every allowable expense, associates are expected to exercise sound business judgment whenever they incur expenses for which they will expect reimbursement.

When an associate travels for business, they are expected to professionally represent the Company. As a result, their appearance, attitude and conduct are a direct reflection of the public image of the Company.

Reimbursement Guidelines

- The Company will reimburse associates for reasonable and necessary business expenses incurred while performing official company-related activities, whether traveling or any other business-related activities.
- Associates are required to complete the expense reimbursement process by the required due date for the prior month's expenses.
- Receipts are required for all reimbursable expenses of \$25 or more. Receipts for expenses under \$25 are not required, unless otherwise specified (e.g., international travel, client entertainment, or other high-priority business expenses).
- Associates may be suspended from expense reimbursement via direct deposit if they do not submit required receipts supporting their expense reimbursement within 60 days and will be subject to receiving a hard copy expense reimbursement check through regular accounting processes.
- Associates are required to track their own expenses eligible for reimbursement and ensure all submitted expenses align with company policies.
- All associates are responsible and required to keep accurate records and receipts for all expenses eligible for reimbursement. Receipts cannot be altered in any way.
- All expenses are subject to review by Internal Audit.

Travel Approval

Prior to taking a business trip, an associate must receive approval from their supervisor that the trip is necessary. The purpose of the trip should be clearly explained in the title of the expense report. The associate is to use good judgment in keeping expenses to a minimum and to become knowledgeable of the most economical and reasonable expense alternatives.

Responsibility and Enforcement

It is essential that continuing, consistent control be exercised over travel expenses, as travel is the third largest controllable expense behind salaries and benefits. Control of travel expenses is the responsibility of each Department Head. Approval of expense reports is more than a formality. It indicates that expenses submitted for reimbursement are properly documented, have been reviewed, and comply with corporate policies and rules regarding travel and authorized business expenses.

Travel charges

The Company policy is that all airfare will be charged directly to the company. There should be no out of pocket expense to associates. **Travel should not be invoiced to personal credit cards.** The Company has designated a Travel Agency that will charge all air travel expenses to an approved account. All hotel and rental car reservations must be made through the Travel Agency.

It is important to note that fees for hotel and rental car charges is the associate's responsibility. All charges should be paid with a personal or corporate credit card and submitted through the Company's expense reimbursement system.

AIR TRANSPORTATION

Travel Authorization

All business trips shall be discussed with the traveling associate's supervisor to ensure that the benefits of the trip are justified in relation to the time and expense required. Travelers should consider whether a telephone conference call could satisfy the objectives of an off-site meeting in lieu of travel.

Video conferencing is another popular alternative to travel and represents an opportunity to control travel costs. If business can best be served through this medium, please arrange via MS Teams.

Airfare Policy

Reservation Procedures

- All travel arrangements are required to be reserved through the company designated Travel Agency. All other travel arrangements, including air transportation; hotel and rental car reservations are to be made through the Company designated Travel Agency. This excludes Retail associates that use the CLC Lodging program for hotel stays.
- The Company designated Travel Agency online travel feature (via Advantage Connects) is the encouraged means of ticket purchasing.
- If the Company designated Travel Agency is not available during normal business hours and it is necessary to make arrangements immediately, or to change arrangements during off-hours, contact agency's 24 -hour service.
- A copy of the associate's itineraries will be kept on file with the Company designated Travel Agency.

The Company recommends that each Division appoint a Travel Coordinator. This Travel Coordinator will ensure all travel is approved prior to booking and that all travel meets the required pricing limits.

Ticketing Procedures

- If changes in route are necessary, they should be made via the Company designated Travel Agency during normal business hours or using the after-hours service provider. The agency will confirm the new arrangement and the associate will receive an updated itinerary via email.

The following should be considered to achieve the greatest aggregate savings to the Company:

- **Negotiated Airfares.** The Company has preferred relationships with airlines offering substantial discounts for business travel. Whenever available, the Company designated Travel Agency will offer these carriers first and associates should accept them if the fare difference between other carriers is \$10.00 or less. See **Attachment #1** for the Company's preferred relationships.
- **Online Booking.** All travel should be purchased using the online booking tool, this option is available 24/7 and provides a lower transaction fee. Agents should only be contacted for complex flight reservations. Booking directly through the internet is not permitted.
- **Penalty and non-refundable fares.** The chance that a trip may be canceled or changed to different dates must be balanced against the achievable savings from using such fares. Purchasing non-refundable tickets can save an average of

40 to 70% off the lowest non- penalty fares. All domestic airfare will be booked as non-refundable coach class.

- **Use of “creative ticketing” with the purpose of circumventing airline tariff rules is not allowed.** Examples of such ticketing are back to back, point beyond and hidden city pairs. If the Company should incur penalties associated with this type of travel, the expense will be allocated to the appropriate department.

Additional considerations

- **Advance Booking.** Whenever possible, traveler should make reservations at least Twenty-one (21) days in advance for domestic travel.
- **Airline travel “window”.** Associates should accept the lowest fare available within a 2-hour time period for requested departure and arrival times.
- **Connecting and one-stops.** These flights should not be ruled out unless the loss of time is equal to or more than 2 hours in length.
- **Alternate Airports.** Airline flights to alternate airports serving the same destination may offer significant savings. Even when airports are located further away from the city, the savings may outweigh the additional ground transportation costs.

Airline Class of Service

All domestic flights will be booked in Coach Class. Associates choosing to upgrade on domestic flights from coach seating may do so at their own personal expense. The Company will not reimburse the additional cost. If upgrading requires purchasing a more expensive coach ticket than the lowest available, the traveler must incur the cost difference from the lowest fare offered in addition to the upgrade cost.

Domestic Flights	International Flights (Less than 8 hours)	International Flights (Greater than 8 hours) *
Coach	Economy Plus	Business

Domestic includes travel within Continental US, Canada, Mexico

International includes Central and South America, Europe, Asia and Africa

**** International flights booked in Business will require prior approval***

Frequent Flyer Benefits

Frequent Flyer Benefits and other similar program benefits may be used by associates at their discretion. However, travelers may not specify particular airlines to accumulate mileage/points unless the fare is the most economical.

It is not recommended that associates use frequent flyer miles for business purposes. Reimbursement of these miles would be considered taxable income to the associate and therefore will not be allowed.

Checked Baggage

Charges for checked baggage that is reasonable and appropriate for the purpose and length of the trip (2 nights or more) are allowable. Charges for baggage that is personal in nature (e.g. golf clubs for a business trip) or that is not reasonable and appropriate for the purpose and length of the trip should not be submitted for reimbursement.

Group Travel

The hazards of air travel and its increasing use in expanded business operations warrant concern regarding joint travel by key personnel on commercial aircraft. To ensure the company's operating effectiveness, consideration should be given to the number of personnel traveling on the same aircraft.

The number of associates traveling on the same aircraft should be limited to:

- No more than two members of the Executive Committee.
- No more than four associates from any office.
- No more than six associates from the company.
- The travel agency will monitor this and advise the Strategic Sourcing department if associates do not adhere to this practice.

Group or discounted fares may apply when 10 or more associates are traveling to the same destination. Register all group travel requests associated with meetings with the Company designated Travel Agency to ensure receipt of any applicable discounts.

Unused Tickets

Non-refundable and Refundable Unused Ticket

Unused Non-refundable tickets may be exchanged for future travel. Travelers should notify the company designated Travel Agency prior to original departure time. The company designated Travel Agency will apply the ticket to future travel. When the travel agent applies the original unused ticket to a new flight, a new itinerary will be generated to reflect the final cost of the new ticket (less incurred fees.)

Air Travel Insurance

Air travel insurance is purchased at the discretion of each individual. Since such an expense is not considered a necessary business expense, it will not be reimbursed. The Company's Corporate Business Travel Credit card provides a limited amount of travel insurance; refer to Attachment #1 for details.

PRIVATE AIRCRAFT

The use of private aircraft is specifically prohibited unless prior written approval is obtained from the CEO or CFO.

GROUND TRANSPORTATION

Associates should use the most economical form of ground transportation available except where such would result in unreasonable inconvenience or costly loss of time.

Rail Travel

Amtrak:

Acela Business Class train service can be used for travel along the North-East Regional Corridor. All other train travel should follow the same class as air travel.

Metro-North:

Metro-North trains should be used whenever possible for travel between Stamford and New York City. The Daymon Stamford Train Shuttle Service should be used for travel between the DRC and the Stamford Rail Station.

Ride Sharing / Taxis / Local Transportation

While ridesharing services, taxis, and local public transportation are permissible for business travel, employees should consider using less expensive options such as hotel or airport shuttle services whenever feasible.

Employees are encouraged to utilize ridesharing services, such as Uber for Business, for business travel, especially when it is determined that rental car expenses would exceed the cost of ridesharing. If you have more than 6 locations to visit during your trip you might want to consider a rental car. If comparing potential costs please consider parking fees and fuel.

All rides must be for legitimate business purposes and should be approved by the appropriate supervisor or manager before booking.

Employees should prioritize their safety and security when using ridesharing services. This includes verifying the identity of the driver and ensuring that the vehicle matches the details provided in the ridesharing app.

If employees encounter any safety concerns during a rideshare trip, they should immediately report the issue to their supervisor or the appropriate company representative.

Receipts for rideshare expenses must be retained and submitted along with the expense report for reimbursement.

When two or more associates travel together, costs should be divided equally, or the higher-ranking associate should bear the expense.

Rental Cars

Rental Car reservations should be made through the Company designated Travel Agency. The Company has preferred relationships with car vendors. When available, the Company designated Travel Agency will offer this first and the associates should accept.

The Company's preferred car size is Compact. If the confirmed car size is not available at the rental car counter, an upgraded car should be provided to the traveler at no additional expense. Refer to **Attachment #1** for the Company's preferred relationships

Unless otherwise noted, rental car fees are to be paid with a personal or corporate credit card and expensed through the Company's expense reimbursement system.

Liability insurance and Loss Damage Waiver is included in the daily rate (for US reservations), if reservations include the company's corporate discount code. To ensure reservations include this coverage, all rental car reservations must be made through the company designated travel agency. No additional insurance should be purchased. Liability insurance should be selected for non-U.S. rentals only.

Rental cars should be refueled before being returned to the rental car vendor to avoid an excessive surcharge. Reasonable expenses to refuel rental cars are reimbursable.

Costs for GPS devices or satellite radio are not approved for reimbursement.

Travelers are responsible for canceling rental car reservations and can either contact the Company designated Travel Agency or the rental car company directly. Travelers

should request and record the cancellation number in case of billing disputes.

See **Attachment #1** for insurance provided by the Corporate Rental Car Agency

Rental Car Accidents

If a rental car accident should occur, travelers should immediately contact the local authorities and the rental car company to complete the appropriate paperwork.

Associate must complete an "Incident Report" with the rental car agency. The document will be provided when the vehicle is returned to the rental car agency.

The Company Workers Compensation and Strategic Sourcing Departments must also be notified.

Personal Automobiles

Personal vehicles should be used for travel where other modes of transportation would be more costly and involve a loss of time. Associates approved to drive a personal vehicle on behalf of the company will be reimbursed for business driving at a "cent per mile" rate for each business mile driven in connection with their job duties. The "cent per mile" rate used to reimburse each associate will vary according to the necessary costs to own and operate an appropriate personal vehicle on behalf of the company in the state in which the associate lives. Each state's "cent per mile" reimbursement rate is pre-loaded in the Company's Expense Management System. Each state's "cent per mile" reimbursement rate will be reviewed periodically and may be adjusted (increased or decreased) according to increases or decreases in retail gasoline prices or as otherwise deemed appropriate by management. This applies to associates that are not on the Company Full Time or Part Time Auto Programs.

Generally, travel between the office and home is not considered a business expense. If an associate is required to travel from their office to another location, such travel is a proper business expense. If the traveler does not report to the office, but goes directly to another location, associate will be reimbursed for the mileage in excess of what would normally be traveled between home and the office.

In addition, expenses for parking and tolls for business travel will be reimbursed at cost. In no event will traffic or parking fines be reimbursed by the Company.

The auto insurance carried on the vehicle driven for business purposes must meet the following:

Associate Insurance Requirements

1. Liability Insurance Coverage that meets the state required minimum liability coverage
2. Any other coverage required by law in the employees' home state such as no fault, personal injury protection, uninsured/underinsured etc. must also be in effect and maintained.
3. The insurance classification that is appropriate to the driving done per the employees' insurance company's recommendation.

If an associate's car is damaged while on company business and requires repairs, the associate and his/her personal insurance would be responsible for satisfying any insurance claims plus deductibles. Limited corporate insurance coverage is in place to protect associates.

Exceptions:

Parking Club memberships will not be reimbursed. Oil changes, car washes, dent repairs, or other auto/mechanical repairs will not be reimbursed while parked at airport parking lots. Associates are asked to park in the self-parking lots at all airports. Valet parking at airports will not be reimbursed.

Lodging

The Company is committed to operating and maintaining a work environment built on professionalism, respect and safety. Accordingly, associates are expected to act with integrity and to exercise sound judgment and professionalism while representing the Company, its clients and customers.

Associates traveling on Company business and staying in overnight lodging are expected to abide by this policy and the Company Code of Business Ethics and Conduct.

Associates are entitled to their own room when staying in overnight lodging. If two associates want to voluntarily share a room, they may elect to do so and will not be required to share a room should they change their decision. However, the Company retains the right at its sole discretion to mandate separate rooms for any reason, including without limitation, associate safety and welfare, responding to communicable diseases or at the discretion of the associate's supervisor.

Smoking is not allowed in the hotel rooms at any time or in public areas where prohibited. Any charges incurred for smoking will be at the associate's expense.

Hotel Reservations

Hotel reservations should be made through the Company designated Travel Agency. When traveling, associates are expected to live comfortably but with reasonable prudence. When overnight accommodations are required, a good **moderate** commercial hotel with a reasonable rate for that community should be used.

All hotel reservations will be guaranteed for late arrival.

All hotel charges must be paid with a personal or corporate credit card and submitted through the Company's expense reimbursement system.

Negotiated Rates. In many cases, the Company has negotiated preferred rates at certain hotels. The Company designated Travel Agency will offer these properties first and associates are encouraged to use these hotels.

Guarantees/Room Rates. Upon check in, travelers should always confirm the hotel rate printed on the itinerary.

In the event a reserved room is not available at time of check in, present your room confirmation number as proof of guarantee. The hotel should provide an upgraded room at no additional cost or they should arrange for equivalent lodging at another hotel at the original rate quoted on your itinerary. If the hotel fails to accommodate you,

contact the Company designated Travel Agency immediately.

Cancellations. Travelers are responsible for canceling hotel rooms and can contact the Company designated Travel Agency during normal business hours for assistance or contact the hotel directly. Travelers should request and record the cancellation number in case of billing disputes. Travelers will be held responsible and "no-show" fees will be charged to the appropriate division. Since hotel rooms are guaranteed, travelers must cancel the reservation prior to the time specified on the itinerary. Note that cancellation deadlines are based on the local time of the hotel property. Special attention is required when dealing with properties that have cancellation policies other than on day of arrival, for example, 72, 48 or 24 hours prior to check in.

Other.

- Tipping a porter, bellman, chambermaid or waiter should be based on fifteen percent (15%) and the quality of service rendered. The company will reimburse reasonable gratuities. Please check local customs for appropriate tipping when traveling abroad. Some restaurants and hotels include gratuity in the rate.
- Use of higher priced rooms or suites should be confined to those rare situations when it is necessary to hold a business conference or meeting in the hotel room.
- Associates will not be reimbursed for room rent incurred when staying overnight at relatives' or friends' residences. Appropriate notation indicating that "room" expenses were not incurred should be stated on the expense report.

Retail associates must use the CLC Lodging program. Please review the CLC Guidelines posted on Advantage Connects.

MEALS AND ENTERTAINMENT

The Internal Revenue Service requires special treatment for associate business meals and all entertainment expenses. These items shall be segregated from the hotel bill and shown separately on the expense report. It is important, therefore, that the associate and management verify that expense reports follow federal regulations and this policy. The actual cost of meals plus gratuity are reimbursable within reasonable limits, 15% is a customary gratuity.

The purchase of alcoholic beverages outside of authorized client/customer entertainment or pre-approved internal team events will not be considered as an appropriate Company per diem business expense while on business travel. To do so would be a violation of this policy which may be subject to disciplinary action.

Travel Meals – Associate only while traveling overnight for business

Business Meals – Associate and other individual(s) (Client or Employee)

Entertainment – Client/Customer meals or activities

Travel Meals

Associates must report the cost of each meal separately (breakfast, lunch or dinner). Receipts are required for each meal expenses (breakfast, lunch and dinner.) Meal expenses may include a reasonable gratuity not to exceed 15%.

The cost of meals (lunch) for a single day's trip (not overnight) is not reimbursable, except when the associate is required to leave early (breakfast paid) or returns late (dinner paid).

Excessive beverage or meal expense will not be considered an appropriate business expense and will not be reimbursed.

If a meal is furnished as part of a meeting at no cost to the associate, no reimbursement will be paid for that meal.

Retail meal Per Diem: \$10.00/breakfast and \$15.00/ dinner (lunch is not reimbursed.) This policy is for Retail Merchandisers and Retail Supervisors only.

Business Meals

When more than one associate attends a meal, the most senior associate should incur the cost of the meal and submit it as a reimbursable expense unless there is a strong business justification to do otherwise. Names of each attendee will be required to include on expense report.

Excessive beverage or meal expense will not be considered an appropriate business expense and will not be reimbursed.

Entertainment

The Company and its affiliates will reimburse associates for the cost of business meals and entertainment expenses when a valid business purpose exists for the expenditure

and appropriate authorizations are obtained. The business purpose and a list of attendees must be documented on the expense report.

Entertainment expenses incurred with clients or suppliers in attendance are reimbursable if such activities directly precede or follow a business discussion.

Associates are asked to adopt a paying philosophy of sharing the costs whenever possible. Inter-company and intra-company entertainment should be kept to a minimum. Associates making trips to another company location are not expected to buy lunches, dinners or pay for other forms of entertainment for associates of those locations. Senior associate should incur the expense.

Adult Entertainment is not a reimbursable expense.

Substantiation of Expenses:

The substantiation requirements apply to all entertainment expense and business meals shall be documented as follows:

- The amount of the expenditure supported by a receipt.
- The meal (breakfast, lunch, or dinner), date, and place (restaurant and city) the expenditure was incurred.
- The nature of the business discussion, the reason for the expense and/or benefit to be desired as a result of the expense (business purpose). Also, date and time of business discussion needs to be included.
- Name and title/relationship of all people who participated in the business meal and discussion, including associates.
- Failure to provide any of the above items may result in a delay in reimbursement.

Other

Expenditures for items associates would normally incur if they were not traveling are not considered reimbursable. Examples of this type of expenditure are snacks, beverages (soft drinks, water, coffee, etc.), magazines, airline/hotel movies, and tissues.

MISCELLANEOUS TRAVEL EXPENDITURES

Mileage

Travel to and from airports using personal vehicles (only mileage in excess of normal home to office commuting), taxis, buses or similar services are reimbursable.

Parking

Reasonable parking fees for airport parking during days when traveling for business purposes are reimbursable.

Travel Expenses Reimbursed by Others

It is not permissible for any travel expense to be paid by a vendor or prospective vendor without the approval of the associates designated Senior Leader. This includes site visits or other travel to inspect a vendor's product. A professional association or other group may pay travel expenses incurred by a Company associate when the associate is performing a service for that group (e.g., teaching, speaking, etc.). These expenses should not be submitted to the Company for reimbursement.

Combination of Business and Personal Travel

If an associate combines personal activities with a business trip, then all additional expenses incurred due to the personal activities (hotel room days, airport parking days, meals, additional airfare, activities, etc.) must be excluded from the associate's request for reimbursement.

Temporary Job Assignments

Travel expenses incurred on temporary job assignments (less than twelve months) away from the associate's principal place of business are deductible travel expenses and should be submitted for reimbursement using an expense report. However, if the job assignment is for an indefinite period (exceeding twelve months), or employment is expected to last more than one year at the new location then the travel expenses are personal expenses and will not be reimbursed. Associates relocating for permanent job assignments within the US and internationally should reference the company US and International Relocation Policies for relocation expense reporting guidelines.

Foreign Exchange

Receipts for all money exchanged, showing exchange rate, must be obtained and attached to the expense report to substantiate the exchange rate used for cash transactions. Travel expenses should be charged to the corporate credit card, whenever possible.

OTHER REIMBURSABLE EXPENSES

1. The Company will reimburse the following expenses incurred by associates as follows:
 - Lodging, authorized travel and related travel arrangements, meals, parking and approved auto, parking fees incurred while away from the associate's usual place of work on company business.
 - Cost associated with the business use of a personal vehicle as outlined in this and related auto policies. Applies to associates that are not on the Company Full Time or Part Time Auto Programs.
2. Hotel Internet or Business Center internet usage for business purposes will be reimbursed, within established guidelines.
3. Wireless internet connections will be reimbursed with prior approval, within established guidelines.
4. Mobile telephones will be furnished to those associates designated to have business need by their Executive Vice President. All associates should refer to the corporate Communication Device Guidelines.

5. Other expenses will be considered for reimbursement if made for the clear benefit of the Company and if the associate is required to make the expenditure in order to properly carry out their job responsibilities.
6. Business centers, meeting rooms, audio visual equipment, freight/postage, printing, etc. are reimbursable, within established guidelines and with prior approval.
7. Reasonable and customary Checked Luggage charges when staying more than 2 nights.
8. Passport and passport renewal fees, and fees for travel visas are reimbursable when valid international travel is required.
9. The cost of shots, vaccines and medications are reimbursable for associates required by the company to travel overseas when not reimbursable through health insurance.
10. Reasonable expenditures for valet services and laundry expenses are reimbursable when an associate is away from his/her home for more than five days.

REIMBURSABLE EXPENSES

The Company will reimburse associates for necessary business expenses, which are incurred by an associate in the performance of his/her assigned responsibilities and within noted limits and corporate policy. The Company reserves the right to not reimburse for any travel, entertainment, or other expenses it determines to be outside the scope of limits and corporate policy of the company or in violation of any governmental regulations. Reimbursements for expenditures are limited to actual expenses incurred by the traveler for the conducting of business within management approval and that follow the guidelines set forth in this policy.

NON-REIMBURSABLE EXPENSES

Expenses that do not result directly in the course of conducting company business are considered personal expenses and are not reimbursable. Non-reimbursable items include, but are not limited to:

- ◆ ATM fees, cash advance fees, or traveler check fees
- ◆ Airline Club Memberships and Parking club memberships
- ◆ Adult Entertainment
- ◆ Baby-sitting
- ◆ Car rental over standard vehicle model (without prior approval or business need)
- ◆ Charges for housekeeping, maid service, cleaning services
- ◆ Charitable contributions
- ◆ Clothes (including tuxedo rental)
- ◆ Contributions to public officials or candidates for public office
- ◆ Credit Card Fees
- ◆ Fees for GPS devices
- ◆ Gifts
- ◆ Hotel or airline movie rental
- ◆ Kennel fees for pets
- ◆ Lost luggage or damage to personal property
- ◆ Massage and other personal services (i.e., hair stylist)
- ◆ Medical bills
- ◆ Mobile phones and monthly service fees, except as noted within this policy or communication guidelines

- ◆ Oil changes, car washes, dent repair services or other auto repair while parked at airport parking lots
- ◆ Personal credit card membership dues, fees, or charges including liability insurance for lost card use by a third party
- ◆ Personal items (toiletries, hair care, shoeshine, etc.)
- ◆ Personal meal expense when on one-day trips, except as specifically provided for in the meal section.
- ◆ Private butlers
- ◆ Reading material (books, newspapers, magazines)
- ◆ Repairs, maintenance, or insurance on personal vehicle
- ◆ Repairs to personal property
- ◆ Special room services
- ◆ Theater or other personal amusements
- ◆ Ticket upgrades
- ◆ Traffic fines and court costs
- ◆ Transportation to and from home to regular or temporary transfer place of work
- ◆ Travel and entertainment expenses for spouse or domestic partner unless approved
- ◆ Travel insurance & additional auto insurance
- ◆ Travel, life, or accident insurance
- ◆ Unauthorized club or other membership dues, subscriptions, or fees
- ◆ Unauthorized trips, entertainment, gifts, or donations
- ◆ Vehicle towing
- ◆ All other expenses not reasonable and not related to Company business

CONFIDENTIALITY

To ensure the confidentiality of associate travel information, Company designated travel agency has been asked to safeguard all flight and hotel details from unauthorized requests for information. Only those authorized, shall have access to this information.

**Advantage Solutions Official
Policy**

Subject: **TRAVEL AND ENTERTAINMENT POLICY**

Effective Date:
January 2022

Page
Attachment #1

ATTACHMENT #1

Company designated Travel Agency

Campbell Travel Phone:
800-850-1607

Online Booking Tool: [click here to access](#)

Corporate Business Travel Credit Card Vendor

Primary: California Bank & Trust

Insurance Coverage: \$250,000, 24-hour coverage ADD only
Lost Luggage: not covered

Preferred Airlines

United Airlines
Delta Airlines
American Airlines

Car Rental Vendor

Auto Rental Insurance is provided in rates, do not elect additional coverage

National/Enterprise (Primary Vendor)

Rates include full liability insurance, loss damage waiver, and unlimited mileage.
Surcharges are assessed in certain metropolitan areas and additional discounts are received in some locations.