

SONOS EXPENSE POLICY

Effective Date: January 1, 2024

PURPOSE

This policy establishes guidelines for business expenses at Sonos to ensure appropriate spending and efficient reimbursement processes.

GENERAL GUIDELINES

- All business expenses must be reasonable, necessary, and directly related to Sonos business
- Employees must obtain manager approval for expenses exceeding \$500
- Expense reports must be submitted within 30 days of incurring the expense
- Original itemized receipts required for all expenses over \$25

TRAVEL EXPENSES

- Airfare: Economy class for domestic flights under 5 hours
- Hotels: Standard business-class accommodations, not to exceed \$250/night in major cities
- Meals: Up to \$75/day for domestic travel, \$100/day for international
- Ground transportation: Rideshare, taxi, or public transit reasonable

ENTERTAINMENT & CLIENT MEALS

- Client meals limited to \$150 per person
- Requires documentation of business purpose and attendees
- Alcohol permitted when entertaining clients, not for personal meals

TECHNOLOGY & EQUIPMENT

- Laptops: Up to \$2,500 for standard configurations
- Monitors: Up to \$500 per monitor, max 2 monitors
- Peripherals: Keyboard, mouse, headphones up to \$200 total
- Mobile phones: Company provides or reimburses up to \$100/month

VIOLATIONS

Repeated policy violations may result in disciplinary action including expense reimbursement denial.

For questions, contact finance@sonos.com