
ROBLOX

TRAVEL & ENTERTAINMENT POLICY

Updated: 01/05/20

This policy applies to all Roblox employees who engage in authorized company travel for business purposes. Although this policy cannot cover every possible situation, it establishes guidelines for employees to make appropriate judgments regarding the expenditure of company funds. All travel and entertainment expenditures are to be reasonable. Lavish or extravagant expenses will not be reimbursed.

GENERAL PROVISIONS

Roblox expects all employees to make travel reservations far enough in advance to take advantage of any available discounts. Roblox receives the greatest discount by purchasing non-refundable airfare tickets 14-21 days in advance. Employees are expected to book and manage their own travel, then submit expense reports to Finance within two weeks after the trip.

Long Term Stays

Long term stays are defined as an employee traveling beyond 30 consecutive days. In the case of long term stays an employee will be entitled to a home base return on the second weekend of the stay and every other weekend thereafter provided that arrangements are made in advance to take advantage of the 14 day discount. During the stay at home, no costs will be reimbursable.

TRAVEL GUIDELINES

AIR TRAVEL

Lowest Logical Fare: All employees traveling by air are requested to book the lowest fare that requires no more than one interim stop each way and will not result in a scheduled layover time exceeding two (2) hours.

Fare Class: Travel will be Coach/Economy Class. If the flight is longer than 5 hours, Employees may purchase Premium Economy. Roblox considers any unauthorized upgrading of airfares, beyond these aforementioned options, a personal expense and therefore will not reimburse the cost.

Reservation Changes/Cancellations: Most air fare is non-refundable and non-transferrable. In the event Roblox changes the business plan, Roblox will cover any flight change fees. Employees who make flight changes not related to the business plan will not be reimbursed for change fees.

Frequent Flyer Programs: Employees are encouraged to use their Frequent Flyer memberships on trips.

Executive Travel: No more than 2 named executive officers (CEO, CFO, CPO) may travel on the same aircraft (commercial, charter or private).

Personal Travel: If an employee wishes to add a personal trip in conjunction with a business trip, they must get advanced manager approval. The employee is also responsible for the cost of the extra hotel nights, and the difference if their personal trip causes the air fare to be more expensive vs. the base business trip. In addition, Roblox will not reimburse travel expenses for spouses, friends, etc.

SURFACE TRANSPORTATION

Uber and Lyft: Roblox maintains accounts with crowdsourced transport companies such as Uber and Lyft. They may also use their personal accounts for necessary travel and request reimbursement after the trip. Necessary transport means travel between airports and hotels or to attend scheduled events. Premium services are not reimbursable.

Other Ground Transportation: Employees are expected to use the most economical ground transportation for their travel needs. The use of courtesy cars and airport shuttles should be considered. A receipt must be obtained.

Car Rental: Travelers should reserve a midsize or smaller rental car unless there is a valid business reason to upgrade. Premium vehicles (Mercedes, Jaguar) are not reimbursable

Because Roblox carries our own insurance, all employees should decline additional or optional insurance offered by the rental car agency, when renting an auto in the US, Canada or Puerto Rico. Write Roblox Corporation as the company name on the rental car application. In all other countries, employees traveling on company business must accept the CDW and LDW when renting an automobile unless the employee is traveling in his/her home country. When possible, refuel the rental car before returning it to avoid the agency's refueling charge. Submit the gas receipt for reimbursement.

Accidents: Any accident involving a vehicle rented for company business should be reported first to local law enforcement agencies, then to the rental agency, then to Human Resources and Finance so we may call the insurance company as soon as possible. Any damage to your personal automobile while being used on company business is not reimbursable.

Parking/Toll Charges: Receipts are required for the reimbursement of parking fees, with the exception of metered parking, and must be itemized on the expense report. A receipt is not required for the reimbursement of toll charges; however, these must be itemized as well.

Mileage: Reimbursement for the use of personal vehicles for company business is set at the rate established per current IRS guidelines. Since this rate is subject to annual adjustments, Finance will notify of new rate changes, as they become effective. This reimbursement covers gasoline, insurance, and wear and tear of the vehicle. Reimbursement for mileage may not exceed the lowest logical airfare to the same destination.

Tickets and Fines: Employees are personally responsible for any traffic tickets and or fines incurred while driving on company business.

LODGING

Hotel Accommodations: Unpaid overnight lodging with friends or relatives during a business trip (in lieu of using normal commercial lodgings) will be authorized when use of such accommodations will not conflict with the purpose or itinerary of the business trip. A gift (excluding cash or gift cards), or dinner out for the employee's host is limited to \$75 per trip.

Guaranteed room reservations ensure the traveler will have a room reserved even if he/she is late in arriving. The employee should notify the hotel immediately in the event of a reservation cancellation. Hotel no-show bills are not reimbursable by Roblox unless the no-show was caused by unusual circumstances, which prevented the traveler from canceling. Approval of the traveler's manager is required for reimbursement.

MEALS

The employee should select restaurants which are reasonably priced for the occasion and be consistent with normal living standards. You MUST provide itemized receipts for all reimbursable meals.

Employees can reimburse up to \$55.00 per day when they are traveling for business

- Breakfast \$10 (includes beverages, tax, and gratuity)
- Lunch \$15 (includes beverages, tax, and gratuity)
- Dinner \$30 (includes beverages, tax, and gratuity)

Roblox will NOT reimburse the following meal expenses:

- Alcoholic Beverages
- Meals on days which lunch is provided by the company.
- Meals for non-business related company (ie. Spouse, family, friends)

BUSINESS ENTERTAINMENT

In general, business entertainment expenses include the cost of providing food, beverages, entertainment, and/or recreational activities to customers, potential customers, employees, business associates, vendors, applicants, etc. This category should not be confused with normal meal expenses incurred by an individual employee (see "Meals"). All items included as "Business Entertainment" must be itemized, explaining the purpose of the event, and including the full name, title, and company affiliation of those who attended, and a detailed description of the discussions that took place. This information is required in order to receive a reimbursement.

Roblox expects an employee hosting a business lunch, dinner or other entertainment event to limit the number of employees and/or other participants attending to only those who contribute directly to the accomplishment of the business purpose. When several Roblox employees attend a meeting that includes entertainment expenses, the highest-level manager present must incur the expense and submit an expense report for reimbursement.

INTERNATIONAL AND GROUP TRAVEL

When a number of employees are travelling together, such as to a conference, the organizer of that trip may conduct the booking and travel management on behalf of the employees. The organizer should request use of the company credit card to book this travel. The organizer should also try to save money via hotel group rates or by consolidating ground transport.

When travelling internationally, the organizer may request a cash per-diem from Finance in the destination country's currency. The request should be submitted at least 14 days before the date of travel, along with a detailed list of how much currency and what will be paid for by each person. The general guideline is \$60 USD per person per day, and enough cash to cover taxis to and from the destination airport to the destination hotel or other necessary ground trips. This rate may vary depending on the cost of living at the destination.

TELEPHONE & INTERNET EXPENSES

Roblox will reimburse or directly pay for ordinary and necessary business calls, as well as reasonable personal calls, when an employee is traveling for business reasons. Submit a detailed phone bill with the applicable calls highlighted along with the expense report. When traveling, calling home once a day is considered acceptable and therefore reimbursable. Internet expenses are reimbursed 100% to all travelling employees.

LAUNDRY

Laundry, dry cleaning, and pressing service expenses are reimbursable if a business trip extends longer than five (5) days. Roblox will pay a maximum of \$50 per week.

NON-REIMBURSABLE EXPENSES

Some expenses are not considered valid business expenses by Roblox, yet may be incurred for the convenience of the traveling individual. Since these are not expenses for the business they are not reimbursable. (The following can be used as a guide of expenses that are not reimbursable).

- ❑ Barbers or hairdressers, shoe shine or dry cleaning (except for extended travel beyond 5 days)
- ❑ Movies, hotel mini bar, or personal entertainment
- ❑ Personal travel, or travel by spouses, family members, or friends
- ❑ Childcare expenses, pet care expenses, or gardening/housesitting expenses
- ❑ Airline or travel insurance
- ❑ Charges on personal credit cards for interest, penalties, late fees, annual fees, and loss or theft
- ❑ Travel to and from normal workplace and home
- ❑ Theft or loss of personal property
- ❑ Damage to personal vehicle while on company business
- ❑ Parking tickets, traffic tickets or car towing if illegally parked
- ❑ Any other items of a person