



APPLIED SYSTEMS TRAVEL EXPENSE POLICY

Last Revised: July 2024

This Applied Systems' Travel Expense Policy sets forth the applicable terms for Customer's reimbursement of travel expenses Applied Systems, Inc. and its affiliates and subsidiaries ("**Applied**") incur when providing Professional Services for Customer pursuant to the Agreement. This is a worldwide policy with localized considerations as set forth herein. Customer will only be responsible for expenses that comply with this policy. All reimbursable expenses must be itemized with copies of all receipts.

Certain items are based upon rates currently posted by the U.S. General Services Administration as reviewed by the U.S. Internal Revenue Service (or the Canada Revenue Agency or HM Revenue & Customs (HMRC) as applicable) which are subject to change and otherwise may vary based on certain high cost localities and national averages. Applied reserves the right to reasonably modify these terms from time to time and Customer agrees to monitor this page for such updates.

Transportation:

- Reimbursable Items:
 - Authorized air travel at cost. Only coach fare will be reimbursed. Additional related airfare reimbursable expenses include a reasonable seat assignment fee if complimentary advance seating is full, inflight Wi-Fi, and checked and/or carry-on baggage fees for luggage meeting standard size allowance. When feasible, flights must be booked at least two (2) weeks in advance.
 - Authorized rental car expenses for intermediate-size cars at cost, including full gas tank refuel upon return (regular, unleaded fuel).
 - Gas used for a personal car on a mileage basis at the rate currently posted by the Internal Revenue Service (or the Canada Revenue Agency if applicable).
 - Taxi fares, including ride share service fees.
 - Reasonable toll expenses, including transponder.
 - Parking fees at airports or the customer's place of business are reimbursable with receipt.
- Exclusions:
 - Limousines and town cars are not an acceptable means of transportation unless extenuating circumstances exist. Customer approval is required before use of limousine or town car service.
 - Valet and other non-business hourly parking.
 - Any type of insurance on the rental car or upgrades to size.
 - Fines for parking, traffic violations, or towing charges.
 - Movies or in-flight entertainment.

Lodging:

- Reimbursable Items:
 - Lodging rates up to a reasonable rate for the area with a minimum 3-star property rating. In most areas, reasonable lodging rates range between \$125.00 to \$200.00 USD per night (£250 GBP), before taxes. Applied does not require travelers to stay in 1-2 star properties regardless of price range.
 - Hotel Internet Wi-Fi access fee charges.
- Exclusions:
 - Airbnb, VRBO, or other personal home rental services without prior Customer approval.
 - Hotel Spa, movies, or in-room / in-hotel entertainment.

Meals:

- The cost of breakfast, lunch, and dinner, combined, is reimbursable on meal per diem (MPD) basis, which is currently \$70.00 USD (\$95 CAD, £60 GBP).

General Exclusions:

- Personal goods (e.g. cigarettes, magazines, newspapers and toiletries).
- Personal entertainment (e.g. theater, movies, sports events).
- Alcoholic beverages.
- Usage of a personal cellular phone other than roaming fees necessitated by location.