**SIS Travel and Expense Policy**
Effective: March 23, 2020

## Purpose

This document defines the specific policy to be followed when traveling on business for Security Industry Specialists, Inc. ("SIS" or "Company"), as well as employee accountability for Company expenses.

## Scope

This corporate policy applies to all SIS employees.

## Policy

Employees will refer to the Travel Matrix for air, hotel, and car expense policies (See Section 12, "Travel Matrix"). Policy guidelines are dependent on employee job title. Any travel expense that exceeds the guidelines set forth in the Travel Matrix will generate an out of policy notification to the division's executives ("Vice President" or "Director"). Additionally, the executive of the division for which the travel occurs must authorize all international travel.

The objective of this policy is to provide guidelines that encourage employees to spend SIS's funds sensibly, as if they were their own, to manage business-related travel expenses at a reasonable level of service and comfort using the most cost-effective options.

It is intended that a consistent and equitable practice with respect to incidence and reimbursement of expenses be maintained throughout the Company. The Chief Financial Officer has final responsibility for interpretation of this Corporate Travel and Expense Policy ("Policy").

**Although this Policy frequently discusses "reimbursement" of expenses advanced by an employee, the same standards apply where an employee has been issued a Company-issued credit card. If expenses disallowed under this Policy are charged to a Company-issued card, the employee responsible for the expense must reimburse the Company immediately.**

### Travel Management

- The efficiency of Company travel is optimized when all Company business is consolidated through the SIS Travel Department. Therefore, all travel on behalf of the Company including air, vehicle rental,

hotels, hotel conference rooms, temporary conference rooms, and Uber/Lyft must be booked through the Company's Travel Department by submitting a Travel Ticket via Backstage.

- All employees who travel on behalf of the Company must complete a Travel Profile. The Travel Department will maintain this profile via Egencia's website and it can be changed at any time by the traveler. Employees can manage their Travel Profile by contacting the Travel Department at travel@sis.us or by calling 866-600-0677. The Travel Department is open 24 hours, 7 days a week.

## 1.0 Expense Reports

All authorized travel must be itemized on an expense report. Expense reports must be approved by the executive responsible for the division/department where travel is charged. Expense reports must be completed by Friday at 5:00 p.m. each week and sooner in some circumstances where expenses need to be invoiced on an expedited basis. An employee's failure to complete and submit an expense report on a timely basis will be considered in evaluating an employee's performance, and repeated failure to timely submit expense reports may be grounds for discipline, up to and including termination.

Employees are responsible for any delinquent charges incurred due to tardiness of submitting an expense report. Whenever possible, employees must always obtain and submit receipts supporting their expenses. Reimbursement for items or activities requiring receipts will not be made unless receipts are included with the expense report. A receipt must be the original or legible copy (including scanned or imaged copies) and must include sufficient information to establish the amount, date, place, and the essential character of the expenditure. Credit card receipts are not considered adequate support because they do not detail the nature of the expenditure. Receipts are required by SIS, all of its clients, and the IRS as support for legitimate, reimbursable expenses. Failure to timely submit receipts to support expenses may cause denial of reimbursement, may result in the client refusing to reimburse an expense item, and therefore may be grounds for discipline, up to and including termination.

All reimbursable expenses submitted and approved by Sunday will be reimbursed in the employee's paycheck on the following Friday. Reimbursable expenses chargeable to the client must be submitted via the Expense Management System (EMS) for reimbursement within thirty days after incurred or they will not be reimbursed.

## 1.1 Reimbursable Expenses

The following types of expenses, if incurred in compliance with this Company policy and while on SIS business, may be submitted for reimbursement:

- Air travel
- Airport taxes
- Baggage fees
- Reasonable client entertainment expenses
- Car rental
- Mileage pursuant to SIS business
- Copy services (for business purposes)
- Fax charges (for business purposes)
- Hotel accommodations

- Temporary offices
- Hotel conference rooms
- Laundry
- Meals
- Public transportation (railroad, bus, business use of personal vehicle, taxi/shuttle, limousine (where approved in advance)
- Reasonable tips/gratuities as to services where a tip/gratuity normally is bestowed
- Business telephone calls
- Tolls and parking while on Company business
- Resort fees (when required by the hotel)
- WiFi fees (in order of preference)
  1. Secure hotel WiFi if free (Requires a room number or last name to access most times)
  2. Hotspot provided by SIS cell phone (Private network)
  3. Paid hotel WiFi (Almost always secured with a password)

### 1.2 Non-Reimbursable Expenses

Personal expenses are not reimbursable by the Company. The following is a partial listing of items that are considered non-reimbursable:

- Dues to airline clubs and/or country clubs
- Fines for traffic violations while on Company business
- Parking tickets while on Company business
- Delinquency fees / Finance charges for personal credit cards
- Expenses for travel incurred by companion / family members
- Expenses related to vacation or personal days while on a business trip
- Damages to an employee's vehicle except that which occurs while on Company business
- Loss of personal property while on Company business
- Loss of cash advance, Company paid airline tickets, or personal funds
- Cost of personal credit cards
- Any expenditures on behalf of a terminating employee
- Purchase of life insurance and any other non-compulsory insurance during travel
- Purchase of clothing and other personal items such as haircuts, shoe shines, newspapers, magazines, tobacco, alcohol, etc.
- Rental car upgrades
- Purchase of personal flight upgrades
- Purchase of in-room movies and entertainment
- Minibar charges
- Medical expenses (other than emergency care)
- Personally-owned aircraft and chartered aircraft expenditures
- Charitable contributions

### 1.3 Approval / Authorization Process

The executive who oversees the division where the employee works must approve all expenses, or the executive who is responsible for the client to which expenses are charged. No employee is authorized to approve his/her own, a peer's, or a manager's travel expense report. The approver is responsible for verifying:

- Business purpose
- Billable / Non-Billable status
- Correct totals
- Supporting documentation and receipts
- Policy compliance

Where multiple employees are attending the same event, where expenses will be submitted (e.g., a client-related dinner), the person in attendance with the most senior title must charge the expense and submit the associated expense report to facilitate review by a more senior person not in attendance.

Remember:

- The Travel Department and each traveler are responsible for complying with the Corporate Travel and Expense Policy. If you would like to request a travel arrangement that deviates from this policy, your executive must approve.
- The executive who approves the expenses is responsible for reviewing the expenses for compliance.

### 1.4 Incorrect or Incomplete Expense Reports

Expense reports that are incorrect, incomplete or include disorganized receipts:

- Will be returned to the person who submitted the expense, or the approver, for completion
- May result in delay or non-reimbursement of specific items

Disregarding Company policy or altering of receipts can result in disciplinary action up to and including termination.

## 2.0 Airline Travel

The Company encourages all employees to submit their Travel Ticket as far in advance whenever possible. We understand that there are times when this is not possible. But in those times when a meeting, conference, or trade show is scheduled in the future, we expect that the employee will contact the SIS Travel Department to arrange for the purchase of airline tickets at their earliest opportunity after the travel becomes definitive.

If employees would like to include a preferred airline in their Travel Ticket request, please take into consideration the guidelines set forth in the "Travel Matrix". Economy or premium economy class will be used on all domestic flights, unless First or Business class is available within the approved margin above the cheapest fare, and it is approved in advance by the appropriate Director. For international flights, economy or premium economy will be used unless First or Business class is available within the approved margin above the cheapest fare. (See Section 12, "Travel Matrix".)

Employees may elect to upgrade travel class at any time if they personally pay the cost difference between the class fare on their ticket and the class fare desired, or by use of personal mileage / awards for the upgrade. Payment for upgrades to First Class will be allowed when the fare is within policy, but it must be approved by the respective executive. The Expense Management Department will be contacted by emailing them at ems@sis.us with details of the fare difference and the amount owed. Each airline offers various upgrade programs such as a complementary status upgrade, upgrade waitlists, and upgrade purchase options. For more information about the specific policies of a particular airline, employees may contact the Travel Department at travel@sis.us or by calling 866-600-0677.

Upgrades and/or different classes of travel may also be available when billable and approved by clients. The traveling employee's Director will be notified if an upgrade is requested. Each employee must verify client travel reimbursement policies with their division or department executive.

Employees will be personally responsible for any fees resulting from out-of-policy travel upgrades or taxes and must not charge these expenses to the Company and/or must immediately reimburse the Company for all charges associated with the upgrade.

SIS encourages all employees to enroll in travel advantage/rewards programs so that the employee may accrue the associated benefits. Frequent flyer benefits can be retained by the employee but should not be the basis for switching air schedules, hotel accommodations or car rentals unless such choice is reasonably equal in cost to the best acceptable alternative. The Company will not reimburse any associated membership fees for frequent flyer clubs or travel advantage programs.

### 2.1 Travel Changes and Cancellations

In the case that a traveling employee requires changes to their travel arrangements, it is important to notify the Travel Department as soon as possible. All travel changes and cancellations must be made through the Travel Department; employees should not contact the external companies directly. Timely notification will prevent unnecessary change/cancellation fees. Once an employee's travel arrangements have been confirmed, any changes requested which will result in a change fee will require the approval of the employee's executive.

Unused or partially used airline tickets and/or hotel refunds must be returned to the Travel Department for refund/credit within one week of trip cancellation or trip completion. All unused, non-refundable airline tickets and/or hotel refunds must be reported to the Travel Department immediately.

### 2.2 International Travel

When traveling internationally the employee must ensure they have the necessary visa, immunizations, and passports. Please contact the SIS Licensing & Compliance Department at compliance@sis.us for all visa and passport related questions. If a visa is required, a Licensing & Compliance representative will provide the employee with the application and processing information or direct the employee to a source where such information can be obtained. For employees reasonably expected to travel on Company business, the fee for costs associated with Company-related international travel, such as fees for passports, visas, and any necessary vaccinations or medications, will be paid by the Company and/or placed on the employee's expense report for reimbursement. Also, be aware of any pertinent customs regulations for the employee's destination. All

international travelers should provide the Travel Department with a copy of their passport, so assistance can be provided in the event of theft or loss during travel abroad.

### 3.0 Transportation Expenses

The Company will obtain transportation for the employee or reimburse an employee for the reasonable cost of the transportation incurred while traveling on authorized Company business.

### 3.1 Transportation to/from Airport

Employees are encouraged to select the most cost-effective means of transportation while traveling on Company business. Traveling employees may be reimbursed for transportation services provided by an external vendor, such as Uber or Lyft. Employees should utilize the most cost-effective option.

### 3.2 Parking Fees

Parking fees and personal automobile mileage are a reimbursable expense when the total cost is less than taking a shuttle service, ride-for-hire (e.g., Uber / Lyft), or taxi round-trip.

### 3.3 Personal Vehicles

Employees may use their personal vehicles on business trips. However, such factors as the employee's auto insurance coverage and potential loss of working time should be considered. Employees using their personal vehicle on Company business should carry at least $100,000 / $300,000 / $25,000 liability and personal property coverage. Security Industry Specialists, Inc. should be named as an "additional insured" under the policy agreement. Also, SIS advises that individuals using personal vehicles for Company business declare such facts to their insurance carrier.

In such situations, the employee will be reimbursed for actual mileage:

- Round trip, home/office to destination where the destination is one other than a destination to which the employee regularly reports to work

- From hotel to the facility being visited and returned to daily

The employee will be reimbursed for the total mileage incurred at the normal reimbursement rate as currently published by the Internal Revenue Service.

### 3.4 Rental and Company Vehicles

The method of transportation (rental car, taxi, Uber / Lyft, and other ground transportation) is dependent upon the location, duration, and nature of the business trip. Employees are not permitted to obtain rental cars where Company cars are available for use at SIS office locations. San Jose and Culver City offices have company owned vehicles that can be requested via a Travel Ticket. Prior to obtaining the keys for either company-owned vehicle, the employee must complete a VIF, Vehicle Inspection Form, provided by the Travel Department. In San Jose,

the receptionist team will provide the VIF and the Vehicles Department maintains all submitted VIF's. Under some circumstances, clients may cover the costs associated with a rental car. Please verify these instances with the appropriate division or department executive.

Car rental reservations are to be made through the Travel Department, which will select the most cost-effective vendor. A midsize car is the standard size of vehicle for Company travel. However, this may vary based on the nature of the business travel. Please refer to the "Travel Matrix" for further details. (See Section 12, "Travel Matrix".)

In order to ensure proper vehicle insurance coverage, only SIS employees are authorized to drive rental and company owned vehicles.

Reimbursement for auto rental expenses should be for the amount actually paid for business use. The Company will reimburse the employee for gasoline if receipts are provided. However, employees are expected to refuel vehicles prior to their return. This is the most cost-effective option and the Company will not reimburse additional costs for refuel at rental agencies without executive approval.

Additional costs such as: GPS, EZ Pass transponders and/or toll passes, satellite radio, child and/or infant seats, and roof racks may be reimbursed by the Company or billable to clients with the approval of the division/department executive.

When renting a car for business purposes, a traveler in the United States should decline any insurance coverage (Collision Damage Waiver (CDW) and Personal Accident Insurance (PAI)). SIS already has insurance coverage for rental vehicles used on Company business. Employees who need to rent cars outside of the United States should always accept additional coverage, within reason.

In the event of an accident the employee must notify their supervisor or manager immediately, follow the accident instructions listed in the rental car company's rental agreement, and submit a Vehicle Accident form. The Vehicle Accident form is available in Backstage (under the Vehicle Suite, when it is released) or by contacting the Vehicles Department at vehicles@sis.us or by calling 818-836-6577. All reports and accident-related documents should be attached to the Vehicle Accident form via Backstage, and must be submitted within 24 hours of the accident by the employee's supervisor, before the close of business on the day after the accident.

For more information about Vehicle Accident protocol, refer to the SIS Senior Leader Handbook or discuss with the employee's chain of command.

### 3.5 Vehicle Maintenance

It is the responsibility of every employee driving an SIS-issued vehicle to ensure that proper vehicle maintenance is performed and to report any vehicle issues to the SIS Vehicles Department in a timely fashion. This includes company and client-owned vehicles. To report any issues with a rented vehicle, please contact the road assistance of the car rental vendor or the Travel Department at travel@sis.us.

To assist in the prevention of unnecessary vehicle repairs, each employee (or department) to whom a company vehicle is assigned must conduct and document all required preventative maintenance. SIS-owned vehicles are

enrolled in the Enterprise Maintenance Program and each vehicle contains a folder with program information in the glove compartment. Before taking the vehicle for repair or maintenance, call the Enterprise Maintenance Program phone number for a list of approved vendor locations. All maintenance and repairs need to be documented for vehicles records using the electronic form found at in Backstage, under the "Vehicles Suite" (when it is released). Please reach out to the Vehicles Department vehicles@sis.us for the required maintenance schedule of each vehicle.

For any non-preventative maintenance or repairs (e.g., the car is making a strange sound), contact the Vehicles Department upon initial discovery of the issue (prior to contacting Enterprise or taking it to a vendor).

### 3.6 Cell Phone Use While Driving

Employees are expected to abide by state specific laws while driving. SIS directly prohibits employees from using a cell phone without a hands-free device while driving. Employees are encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call, sending or reading a text message, or using their cell phone for any purpose that would divert their attention from safely operating the vehicle.

### 3.7 Rental Age Requirements

The minimum age requirement to rent a car in the U.S. without a differential fee is 21, except in New York and California where the minimum age is 25. Outside of the U.S. the minimum age requirement to rent a car is usually 25, but it can vary amongst countries.

Additionally, Human Resources will review each employee's driving records during hiring processes. Employees who have driving restrictions that prohibit them from driving, or limit the circumstances under which they may drive, are expected to comply with such restrictions. Employees who violate this policy, regardless of whether they are on Company business, will be responsible for any liability and/or expenses that result from unlawful driving.

### 3.8 Driver's License Requirements

Employees must carry a valid driver's license while operating a vehicle for Company travel. The Company does not permit employees to drive without carrying a valid driver's license. The employee will incur any liability and/or expenses that result from neglecting to carry a license.

When traveling internationally, it is suggested that employees carry an International Driving Permit (IDP) if they expect to operate a motor vehicle. IDP's allow local law enforcement officers to read your driver's license. The trip may be paid by the Company if required for a business-related trip. Please note that IDP's will be obtained in the employee's country of origin prior to their trip and must be accompanied by a valid driver's license. Please contact the Licensing & Compliance Department at compliance@sis.us for further information at least one month prior to the trip.

### 3.9 Personal Travel

If an employee elects to travel for personal reasons while on trips of less than a three-week duration, reimbursement will be made only to the extent of the costs which would have been incurred had the employee remained at the Company location. On business trips extending beyond three weeks, authorization of the number and frequency of round trips to personal vs. business locations will be determined by the employee's division or department executive.

The Company does not extend rental insurance for personal trips; car rental insurance is only to be used for business rentals when traveling. The employee's auto insurance policy may cover the personal use of the rental car. However, the Company is not responsible for any accidents, liability, and/or expenses that result from personal rental car use.

If the employee adds another driver to a Company rented vehicle such as a spouse or significant other/domestic partner, the Company will not provide extended insurance. The additional driver must sign a separate rental agreement and have personal insurance coverage.

### 3.10 Circuitous Travel for Personal Reasons

Business trips, which also include circuitous travel for personal reasons, will be reimbursed only for the direct or business portion of the trip, based on accommodations actually used for business purposes. Ticket stubs or traveler's receipts covering the routing of both the direct and circuitous portions of the trip must be submitted with the expense report and the calculation of both business and personal portions of the trip should be provided.

### 3.11 Family and Client Travel Arrangements

With the approval of their respective executive, employees may request the Travel Department to book travel for their family members by providing the Travel Department with their personal credit card information and submitting a separate Travel Ticket for each traveler. All non-business travel must be paid for with the employee's personal credit card and by providing the Travel Department with their credit card information, employees are authorizing them to make charges on that account for their requested travel arrangements. While the Travel Department will make a reasonable effort to book an employee's family member's specified travel arrangements at the best price, if they are concerned about cost, SIS encourages the employee to book their own travel.

If a request from a client, who would like to use the SIS Travel Department's services is received, an employee will discuss it with their immediate chain of command and his/her executive.

## 4.0 Lodging

All hotel reservations are to be made by the SIS Travel Department. This allows the Company to locate the employee in case of an emergency and ensures the employee's access to approved vendors with negotiated rates. Should the employee need to change or cancel the reservation, it is the employee's responsibility to notify the Travel Department in sufficient time to avoid late arrival charges, where possible. The Company will not reimburse any charges from the hotel for a "no show" due to an employee's failure to comply with this requirement unless there are extenuating circumstances and/or appropriate executive approval.

The Travel Department will complete a Credit Card Authorization (CCA) form for hotel (or Airbnb) payment for those employees who do not have a company issued card. The CCA will cover room, tax, parking (if approved), WiFi fees, and resort fees (when required by the hotel). The traveler will, however, be required to present their own personal card for payment of incidentals.

Employees should refer to the "Travel Matrix" (See Section 12, "Travel Matrix") for hotel rate guidelines. These guidelines should be adhered to whenever possible, and requests that extend beyond these guidelines will generate an out of policy notification to the executive of the division or department for which they are traveling.

### 4.1 Company Apartments

In select domestic and international cities, SIS offers a fully furnished apartment that is available for use as an alternative to hotel lodging. Please see the locations listed below. Although not required, traveling employees are encouraged to stay at the local apartment when it is available. Although local employees are welcome to utilize the apartments when on business and approved, priority will be given to out of town travelers, should maximum capacity be reached. A room number will be assigned by the Travel Department, if approved. To ensure the safety and comfort of all guests, guests should be mindful of all common areas and adhere to room assignment. Apartment reservations should be made via a Travel Ticket and will be managed by the Travel Department predominantly on a first-come, first-served basis. If any business or other conflicts arise, the Travel Department will make reservations at an SIS preferred hotel for all affected employees.

While staying as guests at any company apartment, employees are expected to act responsibly, maintain the cleanliness of the space, and adhere to any additional rules and requirements described in the "Welcome Book" specific to that location. Any employees who fail to respect the apartment rules or their fellow guests may be banned from future use of the apartment as well as will be subject to disciplinary action up to and including termination.

- San Jose, CA
- Campinas, São Paulo Brazil
- Niteroi, Rio de Janeiro Brazil

### 4.2 Temporary Offices and Hotel Conference Rooms

To ensure the Company is receiving pre-negotiated rates and to prevent billing issues, employees are not permitted to book a temporary office or conference room directly with any external provider. All requests for temporary offices and hotel conference rooms must be approved by an executive and submitted to the SIS Internal Services Division through the following:

- SIS conference rooms: reserved via calendar (If access is needed for the calendar, contact the receptionist team)
- Temporary Office: https://sis.tfaforms.net/330489
- Hotel Conference Room requests must be submitted via a Travel Ticket on Backstage

## 5.0 Personal Meals

Reimbursement will be allowed for actual expense of meals within reasonable limits. "Reasonable" is a matter of judgment inasmuch as the cost of meals will vary by location. The maximum allowable reimbursement is up to $45 per day. Meals attended by multiple employees should be paid for and submitted for reimbursement by the most senior employee present.

Meals on one-day trips will normally be allowed when the trip starts before the normal breakfast hour or when the employee is unable to return until after the normal dinner hour and such meals are not available on commercial airline flights, trains, etc. Meals also will be allowable during business trips away from the home office less than one day, but which extend over the normal mealtime.

### 5.1 Business Meals Taken with Other Employees

When not traveling on Company business, employees will be reimbursed for business-related meals taken with other employees only in the following circumstances:

- When a client is present
- When at least one Company employee is from out of town
- When, for confidentiality reasons, business must be conducted off Company premises.

The following documentation is required by the IRS, and must be recorded on the expense report:

- Names of individuals present, their titles and company name
- Name and location of where the meal or event took place
- Exact amount and date of expense

Please note that employees will not be reimbursed for entertaining other employees unless there is a direct reporting relationship between them.

## 6.0 Entertainment Expenses and Entertaining Customers

Entertainment expenses include events such as nightclubs, theater, and sporting events, whereby a business discussion takes place during, immediately before, or immediately after the event. Approval for reimbursement of entertainment expenses can only be granted by directors and above, and will only be granted if:

- The person entertained has a potential or actual business relationship with SIS.
- The expenditure directly precedes, includes or follows a business discussion that would benefit the Company.

When entertainment expenses are expected to exceed $200 for one event, prior approval from one of the following executives is required to receive reimbursement:

- CEO
- CFO
- Vice President
- Director

Be sure to note that the following will not be reimbursed under any circumstances: Gentlemen's Club membership dues or "expenses"

- Escort services (neither men nor women)
- Gambling expenses

## 7.0 Laundry

Employees may be reimbursed for laundry expenses incurred on a business trip with duration of 5 consecutive nights or longer. Please provide proper documentation on expense reports and receipts for the Company to reimburse these costs.

## 8.0 Parking & Valet Expense

The Company will reimburse valet and parking expenses to the employee where these costs are justified for business reasons. An explanation and receipts should be enclosed with the employee's expense report to be reviewed by the executive of the division or department they are traveling for.

## 9.0 Telephone Calls

Expenses for business calls will be reimbursed.

## 9.1 Cell Phone Charges

Employees who require frequent and recurring mobile phone access due to the nature of their job (executives, etc.) are encouraged to join one of the Company cell phone plans. When international travel is expected, employees are expected to add an international calling plan to their coverage before traveling by requesting the ICP (International Calling Plan) on the Travel Ticket.

For all other employees, travel-related business usage charges from a personal phone will be reimbursed up to $200 per month.

## 10.0 Customer Meetings, Business Meetings and Conferences

The Company will reimburse employees for reasonable and proper expenses incurred in connection with Company-sponsored business meetings, attendance at meetings of approved professional societies, associations, and trade shows. An SIS executive (CEO, CFO, or Vice President) must approve ALL business meeting arrangements and conference attendance that will cost in excess of $500. The Director in the group must approve expenses below $500.

Expense reports for customer meetings and conference expenses must show the purpose and nature of the expenditure, and also include a detailed description of the expense. The date, place, and amount of each separate expenditure incurred during meetings and conferences must be reported on the expense report. The senior person in attendance must pay the bill and submit the expense for reimbursement and approval.

Employee recognition or other business meetings attended by multiple personnel are to be reported in total by the senior employee arranging the meeting and paying the bill. The names of all attendees should be listed on the expense report.

### 10.1 Alcoholic Beverages

In the event an employee chooses to consume alcoholic beverages in connection with a business function, the Company expects that employees will act responsibly and avoid excess. If an employee has any concerns that s/he is not capable of safely driving after such events, the Company will reimburse the cost of alternative transportation to ensure that employees do not place themselves or others in danger. An employee, who is arrested and convicted for Driving Under the Influence while in the performance of Company business, or when returning from a business function, is subject to disciplinary action up to and including termination.

## 11.0 Exceptions to These Policies

EXCEPTIONS TO THESE POLICIES: Any exceptions to these policies will be evaluated on a case-by-case basis. If an employee's travel plans deviate from the policies as outlined above, or if s/he has concerns regarding the policies as written, his/her request/concern should be submitted in writing to the division or department executive with a copy provided to his/her immediate supervisor/manager. Every attempt will be made to accommodate special circumstances. In addition, any suggestions for improving the travel policy are encouraged. All submissions will be evaluated prior to the next policy update.

## 12.0 Travel Matrix

| Group | Air Travel | Hotel | Car | Rail |
|---|---|---|---|---|
| Vice President | Domestic: within $200 of lowest fare (round trip price).* International: within $400 of lowest fare (round trip price).* Show reason for booking out of policy. Coach on all SIS Travel. Business Class only: (a) when billable and (b) approved by the client in writing. Allow upgrades if employee is using personal miles or personally paid upgrade method. Seat changes will only be paid by SIS if traveler is assigned to a middle seat. | Must use negotiated rate when available. Show reason for booking out of policy, **$375 per night:** New York, Miami, San Francisco, and Rio. **$300 per night:** San Jose. $**275 per night:** All other US and international cities. Requests to stay extra night(s) before or after business event are subject to review by the traveler's executive. | Larger than mid-size, but reason required. | Coach |
| Senior Director or Director | Domestic: within $200 of lowest fare (round trip price).* International: within $400 of lowest fare (round trip price).* Show reason for booking out of policy. Coach on all SIS Travel. Business Class only: (a) when billable and (b) approved by the client in writing. Allow upgrades if employee is using personal miles or personally paid upgrade method. Seat changes will only be paid by SIS if traveler is assigned to a middle seat. | Must use negotiated rate when available. Show reason for booking out of policy, **$375 per night:** New York, Miami, San Francisco, and Rio. **$300 per night:** San Jose. $**275 per night:** All other US and international cities. Requests to stay extra night(s) before or after business event are subject to review by the traveler's executive. | Larger than mid-size, but reason required. | Coach |
| Senior Manager or Manager | Domestic: within $200 of lowest fare (round trip price).* International: within $400 of lowest fare (round trip price).* Show reason for booking out of policy. Coach on all SIS Travel. Business Class only: (a) when billable and (b) approved by the client in writing. Allow upgrades if employee is using personal miles or personally paid upgrade method. Seat changes will only be paid by SIS if traveler is assigned to a middle seat. | Must use negotiated rate when available. Show reason for booking out of policy, **$375 per night:** New York, Miami, San Francisco, and Rio. **$300 per night:** San Jose. $**275 per night:** All other US and international cities. Requests to stay extra night(s) before or after business event are subject to review by the traveler's executive. | Midsize unless client requests different size and detail is billable. | Coach |
| Close Protection Officer (CPO) | Domestic: within $200 of lowest fare (round trip price).* International: within $400 of lowest fare (round trip price).* Show reason for booking out of policy. Coach on all SIS Travel. Business Class only: (a) when billable | Must use negotiated rate when available. Show reason for booking out of policy, **$375 per night:** New York, Miami, San Francisco, and Rio. **$300 per night:** San Jose. $**275 per night:** All other US and international cities. Requests to stay extra night(s) before or after | Midsize unless client requests different size and detail is billable. | Coach |

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| | and (b) approved by the client in writing. Allow upgrades if employee is using personal miles or personally paid upgrade method. Seat changes will only be paid by SIS if traveler is assigned to a middle seat. | business event are subject to review by the traveler's executive. | | |
| Off Duty Officer (ODO) and Operation Event Team (OET) | Domestic: within $200 of lowest fare (round trip price). International: within $400 of lowest fare (round trip price).* Show reason for booking out of policy. Coach on all SIS Travel. Business Class only: (a) when billable and (b) approved by the client in writing. Allow upgrades if employee is using personal miles or personally paid upgrade method. Seat changes will only be paid by SIS if traveler is assigned to a middle seat. | Must use negotiated rate when available. Show reason for booking out of policy, **$375 per night:** New York, Miami, San Francisco, and Rio. **$300 per night:** San Jose. $**275 per night:** All other US and international cities. Requests to stay extra night(s) before or after business event are subject to review by the traveler's executive. | Midsize unless client requests different size and detail is billable. | Coach |
| All Other Travelers | Domestic: within $200 of lowest fare (round trip price).* International: within $400 of lowest fare (round trip price).* Show reason for booking out of policy. Coach on all SIS Travel. Business Class only: (a) when billable and (b) approved by the client in writing. Allow upgrades if employee is using personal miles or personally paid upgrade method. Seat changes will only be paid by SIS if traveler is assigned to a middle seat. | Must use negotiated rate when available. Show reason for booking out of policy, **$375 per night:** New York, Miami, San Francisco, and Rio. **$300 per night:** San Jose. $**275 per night:** All other US and international cities. Requests to stay extra night(s) before or after business event are subject to review by the traveler's executive. | Midsize unless client requests different size and detail is billable. | Coach |

*** For domestic and international travel, fights with *more than one* layover will *not* be considered in assessing "lowest fare" available.**