



# Business Travel Policy

**CONFIDENTIAL INFORMATION**

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The content of this document is confidential. Consequently, this information shall not be disclosed under any circumstances, nor used for other purposes other than those for which the document was created without prior authorization from Origen Technologies.

# Origen Business Travel Policy

## **BUSINESS TRAVEL EXPENSES.**

Origen Technologies will reimburse employees for reasonable business travel expenses incurred while on assignments away from their normal work location. The employee's Supervisor must approve all such business travel in advance.

When business travel is pre-approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Origen Technologies, if the costs fall within Origen Technologies' approved guidelines.

The following guidelines listed below, are duly authorized by the Company, and fall within the provisions of taxing and other regulatory authorities:

### **Reservations: General guidelines**

Employees should make every effort to make business travel arrangements as far in advance as possible to take advantage of advance purchase discounted rates. There are usually significant savings to 7-day, 14-day, and 21-day advance purchases.

All employees must use the Company-provided online tool to make all airline, hotel, and car rental reservations.

### **Air travel:**

All employees who are on Company business are expected to travel coach, at the lowest reasonable cost, recognizing routing needs and preferred arrival and departure times. Any fee upgrades to Business or First-Class may only be done at Employee's personal expense.

### **Rental Cars: Taxis: Employee-owned vehicles:**

The most economical and reasonable mode of transportation should be used when traveling on business. Employees should consider all other transportation modes before renting a car.

When possible,

When renting a vehicle, a compact car is the only vehicle size that is authorized unless specific business reasons dictate use of a larger vehicle. Employees should share rental cars when possible. To minimize refueling charges, Employees must fill the gas tank prior to returning the car.

Travelers are responsible for canceling rental car reservations if necessary. Travelers should keep a record of the cancellation number to help resolve any billing disputes.

The use of a taxi for travel to and from an airport, or for transportation in lieu of a rental car should only be used when it is more economical than renting an automobile.

Employees using their own vehicles shall be reimbursed at the designated mileage rate.

Gasoline and other operation expenses of your personal automobile are not reimbursable.

#### **Hotels:**

In all cities -- except those listed in the paragraph below (Manhattan; Chicago (downtown); San Francisco (downtown) -- the maximum rate per night that the Company shall reimburse for room charges is \$150 (not including taxes). Higher rates require **pre-approval** by your immediate supervisor to be reimbursable above the \$150 limit and will be reviewed on a case-by-case basis.

It is an employee's responsibility to cancel reservations when not needed, to avoid "**No Show**" charges. When failure to cancel and no-show charges are incurred, reimbursement by the Company will not be made.

#### **Meals and Entertainment:**

The actual cost of employee meals, including tips incurred will be reimbursed up to \$60 per day. At locations where meals are more expensive or when one employee is paying on behalf of other Company employees and/or clients, exceptions may be made, however, any such group meals should be pre-approved in advance (to the extent practicable) and in all events be fully documented by the employee and approved by his/her supervisor during the expense reporting process in order to be considered for full reimbursement.

Employees are required to obtain and provide to the Company all receipts for meal expenses whether it is for the employee or listed as entertainment.

#### **Policy on tips/gratuities:**

Tips/gratuities for bellhops, maids, taxi drivers and meals are reimbursable expenses when they are within reasonable and customary limits. For meals with table service (waiter/waitress), tips may only be between 15 and 18% of the pre-tax amount. Please use common sense when tipping in order to avoid not being fully reimbursed for all tips.

#### **Company Credit Card Expense:**

Employees who have a corporate credit card will receive a monthly bill, which they must pay before the respective payment due date as well as submit for reimbursement via the expense report process. All receipts corresponding to Company Credit Card expenses must be obtained by the employee and submitted to Company as part of the normal reimbursement process.

#### **Expense Reporting:**

An expense report should be completed within fifteen (15) days of completion of the travel period. Business purpose of trip and/or individual entertainment must be clearly stated. The Expense Report with receipts should be submitted online to the employee's Supervisor. Furthermore, for travel that occurs near the end of a calendar year, the Company reserves the right to indicate shorter time interval for requests for reimbursement to be submitted.

Each report is to be approved by the next higher level of authority within your department, or when appropriate, within the Company. Each Manager is responsible for reviewing and approving the expense statements for individuals under his/her

directs supervision.

#### **Reimbursable Expenses: (other)**

- All travel related expenses such as airport parking, telephone calls, etc., will be reimbursed with supporting receipts attached.
- Laundry and Dry-Cleaning expenses for out-of-town travel if period exceeds five nights.
- Business office expenses (fax, copy services, postage, etc.)

#### **Non-Reimbursable Expenses:**

Non-reimbursable expenses are items, which are not applicable to performing the business assignment. The following list is an example of some of those items and is not to be considered an all-inclusive list:

- Personal entertainment.
- Alcohol.
- Personal reading materials.
- Personal travel (tours, sightseeing);
- Fines or traffic violations.
- Hotel movies.
- Personal items (toiletries, grooming, medicine, etc.);
- Theft, loss, or damage of personal items; and
- Repair or maintenance of personal vehicle.

Employees traveling on Company business have personal responsibility for loss of airfare tickets.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate Supervisor and Human Resources.

Abuse of this business travel policy, including falsifying expense reports to reflect costs not incurred by the employee, will be grounds for disciplinary action, up to and including termination of employment.

### **CORPORATE CARD**

An Origen Technologies Corporate Credit Card (the “Corporate Card”) issued to an employee is only to be used for Origen Technologies-sanctioned business travel expenses and other Origen Technologies approved business-related expenditures. Accordingly, the use of the Corporate Card for any other charges, including but not limited to non-reimbursable expenses and personal charges shall be considered a violation of the Policy. Violation(s) of the Policy may subject the employee to the imposition of disciplinary and /or formal legal action against him/her, including but not limited to dismissal from the company. . Cardholders of the Origen Technologies Corporate Card should take the same care in protecting the Corporate Card as they would with other credit cards they hold in their name. Cardholders/employees are advised that the failure to promptly pay balances due on the Corporate Card issued to you may negatively impact your personal credit history.

Employees may not directly request the Finance Department to issue a Corporate Card

to them. Rather, the director of the department in which the employee works shall, if he/she deems it appropriate, make the request to the Origen Technologies Finance Department. Such request must be in writing and shall set forth the genuine business need for the employee to have a Corporate Card issued in his/her name. The Origen Technologies controller will, in his/her sole discretion, approve or disapprove the application for a Corporate Card. For the avoidance of doubt, the cardholder/employee agrees and acknowledges that approval of a Corporate Card request does not imply, expressly or otherwise, that the employee's creditworthiness has been determined and shall not create any defense for the cardholder/employee in the event of a dispute.

### **Cardholder Responsibility; Credit Card Management**

Cardholder/employee agrees to be personally liable for direct payment to the credit card company of all amounts charged to the Corporate Card. The credit card company requires that all payments be received upon receipt of the statement. Failure to pay on time may negatively impact your personal credit history.

It is the cardholder/employee's responsibility to ensure that he/she processes all expense reports in order to assure timely payments are made on the Corporate Card. Cardholders are also responsible for making sure that all anticipated payments have been properly posted to the Corporate Card Account. Origen Technologies recommends that cardholders review their statements and/or on-line accounts monthly to verify that transactions are being processed as expected. Origen Technologies also recommends that cardholders do not necessarily wait to receive a monthly corporate card statement to process business expense transactions made on the Corporate Card during the month as the statement is not required to process payment to the credit card company.

Credit card statements or any other documentation containing the credit card number should be maintained in a secure location to guard against potential credit card fraud. All unexpected credit card activity should be reported immediately to [Trudy.Sims@origentech.com](mailto:Trudy.Sims@origentech.com)

### **No Personal Chargers Permitted; Non-Reimbursable Expenses; No Cash Advances**

You are only authorized to use the Corporate Card for Origen Technologies-sanctioned business travel and other Origen Technologies-approved business-related expenditures. All other use is strictly prohibited.

For the avoidance of doubt, personal charges are not allowed to be made on the Corporate Card even if the cardholder/employee pays that portion of the bill out of his/her own funds. In addition, we will provide you with information that contains a list of types of purchases that may arise during travel, but which are expressly non-reimbursable by Origen Technologies. Charges of these natures should not be made using the Corporate Card for any reason. By way of example only, if an employee with a Corporate Card goes to see a movie during free time while travelling on business, movie tickets and any associated expenses (1) should not be charged using the Corporate Card and (2) will not be reimbursable by Origen Technologies irrespective of the form of payment.

Cardholders may not use the Corporate Card to obtain cash advances or cash equivalents such as travelers' checks and electronic cash transfers.

### **Suspension or Closing of a Corporate Card Account**

The cardholder/employee agrees and acknowledges that Origen Technologies reserves the right to suspend or close a Corporate Card account that is in an employee's name at any time at its sole discretion. However, while the Corporate Card will subsequently be closed to new activity, the cardholder/employee shall remain responsible for any outstanding balance due.

If a bill goes unpaid or is not paid in full, the credit card company may suspend or terminate your Corporate Card account without notice. You shall remain responsible for any outstanding balance due.

An employee may voluntarily elect to close the Corporate Card account at any time during his/her employment. To voluntarily close the Corporate Card please contact Trudy Sims ([Trudy.Sims@origentech.com](mailto:Trudy.Sims@origentech.com)) to process this request. The Corporate Card will be closed to new activity, but you shall remain responsible for any outstanding balance due.

Upon termination of your employment for any reason, the Corporate Card shall be closed, and you must surrender the Corporate Card to the Human Resources Department. You shall remain responsible for any outstanding balance due.

### **Policy Violations**

**IMPORTANT:** Employee agrees and acknowledges that due to the nature of the Corporate Card program, transactions on the Corporate Card are subject to review to verify compliance with this Policy. Infractions of the conditions of this Policy or misuse of the Corporate Card may not only result in suspension or cancellation of the Corporate Card but may also lead to disciplinary action and/or legal action against the employee including dismissal from the company. In all cases of misuse or default, Origen Technologies reserves the right to recover any sums in relation to such misuse or default including but not limited to the balance due, court fees, collections fees and attorney fees.