

Travel and Expense Guidelines

The following are guidelines and procedures for employees seeking reimbursement for Company related travel and other reimbursable expenses. The purpose of these guidelines is to ensure that individuals traveling on Company business or incurring other Company related expenses are reimbursed for these expenses in a timely manner. In addition, the guidelines comply with applicable standards and guidelines of the Internal Revenue Service and other tax authorities, while taking into consideration the Company's desire to be fair and reasonable to our clients who may be reimbursing us for these expenses.

Documentation Guidelines: Receipts are required for all expenses.

Detailed receipts should be provided for all expenses when required by the client (the case manager should communicate this to you if it is required). If not required by a client, detailed receipts should accompany the expense report for all expenses in excess of \$25.00 (or the equivalent in your local currency). Detailed receipts should indicate the exact items purchased, not just the total sum of the purchases.

**These receipts should include, at a minimum, the date, place of business, amount, as well as the AG case code, and employees in attendance.

**Please note that it is important to submit expense reports as soon as possible after a business trip to assure that all billable expenses charged to our clients are billed on a timely basis.

Foreign Currency Reimbursements: When reimbursable expenses are incurred in a foreign currency, they should be converted to your local currency using the actual exchange rate that was reflected on your credit card statement. Alternatively you may use a different exchange rate such as the Wall Street Journal rate for that day. The exchange rate and converted amount should be clearly indicated in the notes or description section of ERMA.

Purchasing: If you need to purchase any goods or services, please contact your local Manager, Office Admin & Operations for assistance. He or she will prepare a purchase requisition form which is available on InSite on your behalf. Low-cost items, or items (under \$250 or the equivalent in your local

currency) that are required for casework immediately, can be purchased without prior approval, if necessary.

REIMBURSABLE EXPENSES

Airline Travel

We encourage that all airline tickets be purchased through our Company Travel Agency. As a general practice, the Company does not support full-fare first class or similar travel accommodations. In all cases, all flights should be booked as far in advance as possible with reasonable efforts made to obtain the lowest possible fare consistent with the needs in the particular situation.

For international flights, please use the following guidelines:

- Any flight over 5 hours is to be booked in Premium Economy, not Business Class.
- If the flight is a red eye (i.e., overnight) it can be booked in Business Class only if it is essential that you are required to attend a client meeting the following day (Partner approval required). Otherwise, you should book day flights in Premium Economy.
- All flights, whether Premium Economy or Business Class, should be booked as far in advance as possible. For example, if you have a trip for Orientation or a Practice Group meeting, you will be expected to request your travel arranger to make your bookings as soon as the meetings have been scheduled.
- AG will reimburse for upgrades from Premium Economy to Business Class on the day of travel up to \$650 per ticket each way, if such upgrades are available.
- If the overall cost of the travel exceeds \$5,000 particularly if the booking was made late despite prior knowledge of the trip, a downgrade may be requested to get a more reasonable fare.
- Any exceptions to this approach will require Partner approval.
- Partner travel booked at their discretion.

A copy of the itinerary and the actual boarding pass should accompany the expense report. If the ticket was arranged through our Company Travel Agency, the Company has paid for this ticket separately and you should not seek reimbursement for it.

Employees may retain for personal use awards from credit card or other

frequent flyer-type programs that reward travelers for utilization of their services; however, participation in these programs should not influence airfare, hotel, car rental or other purchases if it would result in additional cost to our clients or to the Company.

Lodging

When company travel is required, an employee will be reimbursed for the reasonable cost of staying away from home. We encourage that all hotel arrangements be booked through our Company Travel Agency, unless significant savings can be achieved through personal research or other means. Reasonable efforts should be made to obtain the lowest possible cost to the client or the Company.

The Company does not support reimbursement for in-room movies, toiletries, clothing, laundry or other personal items unless the employee travels for more than three days, in which case reasonable costs for laundry would be reimbursable.

The hotel receipt should be attached to the expense report, and the duration of stay should be noted in the explanation block of the expense report. The amount recorded as lodging should include all forms of room and sales taxes. Meals should be separately accounted for on the expense report.

Meals

The Company reimburses employees for certain meals while traveling on Company business and other business-related purposes. Receipts for meals should include the date, name and location of restaurant, amount, name and affiliation of any business guests or any other employees, case code or nature of the business discussion, and line item detail for the meal (summary total only receipts are not acceptable). The following guidelines should be followed with respect to the reimbursement for meals:

- **Travel away from home:** Reasonable costs for meals consumed when traveling away from home are reimbursable by the Company. Consideration should be made to take into account any restrictions that the client may have with respect to the cost of meals.
- **Other business-related meals:** Reasonable costs for meals associated with other business-related purposes are reimbursable by the Company. Examples of such meals include entertainment of clients or prospective clients, meals associated with prospective employee interviews, and meals related to off-site meetings. Reasonable costs

pre-approved by a Managing Principal for meals related to enhancing teamwork among the staff and other related in-office meetings are also reimbursable by the Company.

- **New Hire/Peer/Advisor Lunches:** Reasonable costs (up to \$30 each or the equivalent in your local currency) for such meals are reimbursable by the Company and should have prior approval from your manager.
- **Working Late:** The Company recognizes that it is sometimes necessary to work past the dinner hour, or on a weekend, in order to meet deadlines or other needs of the client. Reasonable costs (**up to \$30 each or the equivalent in your local currency**) for meals while working late or on weekends are reimbursable by the Company. As a guideline, if you must work more than ten hours in a day or four hours on a weekend day you may submit your meal expenses for reimbursement. Please consult your case manager about the appropriateness of submitting your meal expense for reimbursement in your specific situation. This is not a per diem amount or considered an allowance. Your **Intapp** time sheet should reflect the actual hours worked for that day, and the appropriate case code should be charged in ERMA.

Ground Transportation

Reasonable costs associated with ground transportation while traveling on Company business are reimbursable by the Company. This includes travel to and from home and the airport, the client, or a restaurant while away on Company business. Costs for travel to and from your home and the office are generally considered "commuting expenses" and are not reimbursable by the Company. However, mileage, parking or other reasonable costs to and from the office while working on a weekend or extraordinary costs of commuting home on a night when you are working late are reimbursable by the Company.

- **Public transportation and taxicabs:** Public conveyance is fully reimbursable while traveling away from home, including transportation to and from home and airport, to and from other airports, and, if necessary, to and from meals. An exception would be when the purpose of the travel has nothing to do with the business trip (for example, a side trip for a personal visit after work). Include the "to & from" points in the ERMA description.
- **Rental cars:** Costs for the car rental, tolls, parking, fuel, or other business related expenses are reimbursable.

- **Loss and Damage Insurance Coverage:** The Company has made provisions for insuring rental cars against damage, liability and other related coverages. Therefore travelers should decline all additional insurance coverages.
- **Personally owned vehicle:** The Company does not encourage the use of personal automobiles for business purposes. However if an employee uses their personal vehicle for Company business, the business mileage, at the rate established by the IRS or your local tax authority, will be reimbursed. The current IRS rate (2019) is 58 cents per mile. Please list the number of miles traveled. Also note that the cost of fuel will not be reimbursed. In such cases where a personally owned vehicle is used for Company business, it is the responsibility of the vehicle owner to carry adequate insurance coverage for their protection and for that of their passengers. The cost of such insurance is deemed to be included in the above business mileage reimbursement rate.

Telephone

- **Mobile Device Reimbursement:** The Company will supplement the cost of purchasing a mobile device (Blackberry, iPhone, iPad, Apple Watch, Android Smart Device, Windows Mobile (7+), Symbian, or Palm OS) to access AG corporate email. **U.S. and Canadian** employees will receive up to \$200.00, **London employees up to £150.00 and Paris employees up to €175.00** in reimbursement, after consideration for any rebates, for one of the approved devices. You must provide a purchase receipt and submit it via our online expenses application, ERMA. You are eligible for reimbursement once every two years only if you are using the device to connect to AG email. Please note that if you chose to switch devices the firm will not reimburse any cancellation fees.
- **Reimbursement of Work-Related Phone Calls:** Business use of your telephone (home and mobile device) is **reimbursable**. This includes phone calls to clients or to the office from home or while traveling. In order to process the reimbursement request, monthly invoices should be submitted along with the expense report as documentation. Reasonable allocations of fixed telephone or mobile device voice charges are also acceptable.
- **Data Plans:** In addition, the company will reimburse the monthly cost of the data plan (**up to \$45 per month for U.S. and Canadian employees, up to £50 for London employees and €40 for Paris**

employees) if proper documentation and proof of payment are provided. The activation fee and cost of insurance for the device are not **reimbursable**.

Professional Development

AG encourages you to develop professionally by participating in seminars and work related courses that are offered through professional organizations. A Managing Principal must approve professional development courses.

- **Professional Association Dues:** The Company may reimburse the costs associated with membership in professional associations if a Managing Principal approves such membership in advance.
- **Professional Development:** The Employee Handbook refers to our policy regarding the reimbursement for professional development costs such as CFA and other professional development courses. For those costs incurred by you, and not paid directly to the vendor by the Company, reimbursement should be requested through ERMA.
- **Tuition:** If approved by a Managing Principal, Principal, or Admin VP, regular full-time employees are eligible to apply for educational assistance per calendar year for course work that is completed at an accredited educational institution (see amounts below). You must have satisfactory evidence of having received an overall course grade of at least a "B" or its equivalent in order to be eligible for reimbursement. You must submit your grade report, tuition bill, bill for books and materials, and proof of payment to Human Resources for processing of your reimbursement.
- **US and Canadian Employees:** up to \$5,250 per calendar year
- **London Employees:** up to £4,000 per calendar year
- **Paris Employees:** up to €4,500 per calendar year
- **Beijing Employees:** up to 2.5% on remuneration per calendar year

Health Club Membership Dues

Include a paid receipt with the expense report as documentation for the reimbursement request. If requesting a yearly reimbursement, include a copy of the membership agreement as documentation for the request. Gym membership reimbursement is a taxable benefit and is taxed when reimbursed or paid directly by AG. For example, AG pays the Equinox gym memberships annually, so employees are taxed on \$600 annually in the month the membership was paid by AG.

- **US Employees:** The Company reimburses membership to health clubs up to \$50 per month. If you have BC/BS health coverage, you will be eligible for an additional \$150 annual health care benefit once you have been a member of the club and of BC/BS for four months. Please call Human Resources for details on the BC/BS benefit. If requesting reimbursement for a full year (\$600) membership, a contract from the gym must be included in the receipts portion of ERMA as well as proof of payment.
- **Canadian Employees:** The maximum reimbursement for Canadian employees is 50\$CAD on a monthly basis and 600\$CAD on an annual basis. These amounts are exclusive of GST/PST. Once you have been a member of the club for four months, you will also be eligible for an additional annual health club benefit of 150\$CAD.
- **London Employees:** The Company reimburses membership to health clubs up to £35 per month.
- **Paris Employees:** The Company reimburses membership to health clubs up to €45 per month.

Data

Before purchasing any data or information product, please contact consultingsupport@analysisgroup.com.