

Perforce Travel and Expense Policy

It is the policy of Perforce to reimburse staff for reasonable and necessary expenses incurred during approved work-related travel. Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken. Any information contained in this policy will be subject to state and local legislation. This policy supersedes any prior policies or legacy practices.

Authorizations and Procedures

Arranging Travel

All travel must be approved by the employee's Executive Leader in advance of any travel arrangements being made. Perforce employees must book all travel (air travel, hotel, and car rental) using Concur except those employees in India, Israel, and APAC region. Those Perforce employees will book travel directly with airlines, hotels and car rental agencies.

Reimbursement Procedures

Manager approval is required for any and all reimbursements and all expenses must be submitted within 90 days of the completion of travel or they will not be reimbursed. All Perforce employees must submit expense reports using Concur.

Itemized receipts must be included for each transaction requesting reimbursement for expenses over US \$25, GB £20, or equivalent. Expenses can be submitted in one report, however, should be separated by transaction (no bulk submissions, each transaction should have its own line) with corresponding date of purchase. Support for any foreign currency exchange rates, such as a credit card or bank statement (with confidential information redacted) or a receipt for cash exchanged for expenses paid in cash must be provided with reimbursement requests.

Expenses will generally be reimbursed twice a month. If the employee has been issued a corporate credit card (American Express, Barclaycard, Nordea or Mastercard Onecard), utilization of that form of payment is required, unless not accepted. Corporate credit cards will be reconciled each month per normal Perforce guidelines. If the employee does not have a corporate company credit card, employee's should use their personal preferred debit or credit card to book the employee trip and cover expenses.

Travel Expenses Air Travel

All travel requests via Concur will go through an approval process by your functional leader. All flights must be booked in economy class with one exception, if a single flight is greater than 8 hours and executive approval has been received, then Premium Economy may be an option. Perforce will not reimburse for any upgrades, those must be purchased separately by the flier and are the employee's responsibility.

Personal vouchers/credits may not be used to book travel and are therefore, not reimbursable. In-Flight internet is reimbursable for business use only (receipt is required).

Baggage Fees (first bag only, \$30 maximum) are reimbursable only when airline does not have free checked baggage.

Conversion of airline tickets for personal benefit in connection with downgrading tickets or returning unused tickets for either cash or personal airline tickets is prohibited.

Traveling employees may retain frequent flyer program benefits, however, participations in these programs may not results in any incremental cost to the company.

Car Rental

Renting a car is authorized depending on length of stay, cost, or necessity. Rentals will be most economical car possible depending on size of group. Enterprise & National Car Rental are our preferred car rental agencies. If traveling with multiple Perforce personnel, every effort to rideshare or carpool should be made. Vehicles must not be larger than midsize. The employee may book a car rental one level higher when:

- The employee can be upgraded at no extra cost
- Two or more company personnel are traveling together
- Entertaining customers
- Cars in the authorized category are not available
- Transportation of excess baggage such as booth displays

Employees are required to inspect the rental vehicle prior to rental and return. Whether or not the employee accepts or declines insurance depends on the nature of the employee travel:

- Domestic travelers should always decline all insurances offered
- International travelers should accept all insurances offered

Should a rental car accident occur, contact the rental car agency, local authorities (as required) and the local HR representative immediately. Sometimes there are cost savings option for self-fueling prior to return. Exercise judgment based on the price per gallon the rental agency is offering

Ground Transportation

The most economical and practical mode of transportation available should be utilized, taking scheduling, distance, safety, and cost into consideration. Free transportation should be utilized, where available, such as airport/hotel shuttles. Uber/Lyft or other similar means should be used when possible for best rates – if tip is given it must be included in receipt to be reimbursed.

Receipts are required for rail, bus, tram, tolls, parking and valet service. If valet receipt is unavailable, a \$5 maximum reimbursement will apply. Long-term parking or off-airport parking should be utilized where available.

Hotel/Lodging

All lodging must be booked using standard room rates, and near the destination whenever possible. Hotel internet is reimbursable for business use only (receipt is required). Significant airfare savings can sometimes be achieved by arranging for a Saturday stay over. If applicable, Perforce will reimburse for any related hotel and meal expenses if the airfare savings warrant a Saturday stay over.

Meals and Client/Employee Entertainment

Meal expenses (including gratuity) incurred while traveling, customer site visits or attending training classes are authorized up to \$75 or local currency equivalent per day with the following guidelines:

- Breakfast - \$15
- Lunch - \$20
- Dinner - \$40

Any excess over the daily limit will not be reimbursed and any unused daily limits cannot be carried over to the next day. Gratuities are included in daily limit and are not to exceed 20% of total bill. The most senior employee present must pay for the business meals/entertainment.

The following documentation is required for reimbursement and must be recorded on the expense report:

- Name, title and company name (if not a Perforce employee) of individuals present
- Name and location of where the meal or event took place
- Exact amount and date of expense
- Itemized receipt including gratuity

Entertainment must be for a definitive business purpose with the expectation of deriving increased benefit, not just for goodwill and business discussions should take place immediately before, during or after the event. Sporting tickets must be pre-approved by a VP/Executive Leader and only tickets purchased from a major ticket vendor (i.e. Ticketmaster, StubHub, etc.) will be allowed. Any tickets purchased from a 3rd party ticket vendor (i.e. craigslist, eBay) will not be reimbursed. Clubs, theatre, golf fees, other events must be pre-approved by a VP/Executive Leader and cannot exceed \$100 in total.

Personal Car Use/ Mileage

Perforce uses local government rates as guidance in setting our reimbursement rates as followed:

- Australia – AUD .72 cents per kilometer
- Canada – CAD .59 cents per kilometer
- Czech Republic – CZK 4.40 per kilometer
- Estonia – EUR .30 cents per kilometer
- Germany - EUR .30 cents per kilometer
- Netherland – EUR .19 cents per kilometer
- Sweden – SEK 1.85 cents per kilometer
- United Kingdom – GBP .45 pence per mile
- United States - USD .56 cents per mile

For those in the countries listed below will need to reach out to travel.help@perforce.com prior to creating mileage reimbursement:

- France
- Finland
- India
- Israel
- Italy
- New Zealand
- Poland
- Spain
- Taiwan

Purpose of trip, starting point and destination should be included in reimbursement expense. Only travel exceeding normal office commute is reimbursable when traveling on regular business days. For example, if traveling from Wokingham to Walton the employee will be reimbursed for travel between the two offices and not starting from home or going back to the employee's home.

Medical Care

All company employees and contractors are covered under the company's global policy when traveling for a business trip. In the event an employee requires medical care while traveling on business, the employee's manager and the Company's health insurance provider should be notified. If a work-related injury occurs while traveling on business, Human Resources should be notified immediately so an injury report may be filed with the Company's Workers' Compensation provider and any other required action may be taken based on local legislation.

Passports and Visas

Each employee is responsible for maintaining a valid passport and visa. Passports must be valid for at least 6 months prior to the travel date. All visa charges as a result of business related travel will be paid for by the company. Employees must confirm whether a visa is required to enter the country of destination, and make sure the visa is still valid (using visas.travisa.com).

Other Reimbursable Travel Expenses

Currency exchange fees will be reimbursed as long as the employee has proof of fee on statement or receipt. Airfare penalties as a result of business related changes to air travel tickets will be reimbursed.

Dry cleaning/laundry services for trips greater than 7 calendar days may be submitted for reimbursement.

The cost of upgrading an employee's personal cell phone plan to an international plan for business related travel is reimbursable, however, only for the period of time that the employee is traveling (not in perpetuity unless international travel is monthly/more frequent). Any cell phone charges incurred because an employee did not arrange an international plan upgrade will not be reimbursed.

Combining Personal and Business Travel

If the employee is combining business travel with personal travel, all business costs will need to be accounted for separately. Accurate documentation is necessary to reimburse hotel, taxi, airfare and meals for employees.

Perforce does not cover special accommodations, including larger hotel rooms and rental cars. Airfare that is not for the employee and not business-related must be paid for on a personal credit card.

Non-Travel Related Expenses

Technology

Perforce does not reimburse for the cost of personal cell phones or home office setup unless required by state or local legislation.

All hardware (laptop computers, monitors, keyboard, mouse, etc.) should be obtained from the IT department. Any request for additional hardware or equipment outside of the standard hardware package provided should be sent to IT and will also require Manager approval.

Regular household utility charges, such as electricity, water, phone, internet service, auto, homeowners' insurance, etc., are not reimbursable unless state law or local legislation requires reimbursement.

Health and Fitness Reimbursement

Perforce reimburses up to \$50.00 per month for an employee's health or fitness club membership. Depending on location this is either done through reimbursement process in Concur or through a site specific reimbursement or payment system. Reimbursement occurs on a monthly basis in the employee's local currency, regardless of the type of membership (annual or monthly).

Eligible fees include annual or monthly fees for an individual membership at a fitness facility. Costs for additional household members are not reimbursed. Employees with a family membership may be required to provide documentation of the cost for an individual membership, and will be reimbursed based upon that amount.

Please note that in some countries this is a taxable benefit, and all health and fitness membership reimbursements will be taxed at the normal rate according to the employee's withholding elections or required taxation in your country. To file health club expenses, submit through your normal expense reimbursement process, having it approved by your manager.

Due to the current COVID-19 pandemic, we understand that many gyms close or offer restricted services. To that end, Perforce will reimburse any costs from online Gym subscriptions or Fitness apps which require a monthly payment. For example, virtual fitness training apps (such as Wellbeats, Jennis and FIIT) which can be downloaded on to a mobile or tablet and follow online classes for a monthly fee. Perforce will reimburse up to \$50.00 a month (subject to Tax and National Insurance contributions) and will follow the same guidelines as with other gym memberships in regards to other household members.

Exclusions: Recreational activities, virtual based programs, weight-loss programs, smoking-cessation programs, and other similar programs, although encouraged as part of an overall fitness program, do not qualify for reimbursement. Other facilities and/or programs that do not qualify include country or social clubs, spas (unless part of a sports club), gymnastics centers, tennis facilities, sports teams or leagues, personal trainers, uniforms/clothing and exercise/fitness equipment.

Frequently Used Expense Categories (for coding expense reports in Concur):

| Expense Types | Examples |
|--|---|
| Travel - Airfare | Airfare |
| Travel - Airfare - Billable | Airfare - <i>Billable to customer</i> |
| Travel - Auto Rental | Rental of car and gas for rental car |
| Travel - Auto Rental - Billable | Rental of car and gas for rental car - <i>Billable to customer</i> |
| Travel - Employee Meals | Individual meals while traveling |
| Travel - Employee Meals - Billable | Individual meals while traveling - <i>Billable to customer</i> |
| Travel - Ground Transportation | Rail, Taxis, Uber/Lyft, and Highway Tolls |
| Travel - Ground Transportation - Billable | Rail, Taxis, Uber/Lyft, and Highway Tolls - <i>Billable to customer</i> |
| Travel - Lodging | Hotel/ lodging while traveling |
| Travel - Lodging - Billable | Hotel/ lodging while traveling - <i>Billable to customer</i> |
| Travel - Meal with Customers | Meals with customers when traveling to another location |
| Travel - Mileage | Personal Car Mileage for business |
| Travel - Mileage - Billable | Personal Car Mileage for business - <i>Billable to customer</i> |
| Travel - Other Travel Expense | Luggage, or other expenses while traveling that don't fit into the other categories (excludes rental car and gas) |
| Travel - Other Travel Expense - Billable | Luggage, or other expenses while traveling that don't fit into the other categories (excludes rental car and gas) - <i>Billable to customer</i> |
| Books, Dues, & Subscriptions | LinkedIn, Industry magazines, etc subscriptions |
| Postage & Shipping | Postage & Shipping fees |
| Supplies - Office Supplies | Other expenses for the office |
| Customer Meals & Entertainment | Meals with customers when not traveling |
| Department/ Company Events | Department or company lunch, group activity, valentine treats, etc |
| Employee Meals - Internal/Team Meals | Meals purchased for a team or individual not traveling |
| Food for Office | Food for Office |
| Holiday Party | Holiday Party |
| Other Admin Expense | Other Admin Expense |
| Computer Equipment Less than \$1,000 (Require IT pre-approval) | Laptop computer |
| Computer Equipment Greater than \$1,000 (Require IT pre-approval) | Monitor, Keyboard and Mouse, etc |
| Computer Software Less than \$1,000 (Require IT pre-approval) | Enterprise wide software items |

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| Computer Software Greater than \$1,000 <i>(Require IT pre-approval)</i> | Software licenses under \$1,000 |
| Internet | Airline Wi-Fi and management approved internet reimbursement |
| Telephone Expense (Approved Employees Only) | Management Approved Cell phone and or additional charges for when traveling |
| M&A Expenses | For all expenses related to new merger or acquisition |
| M&A Travel | For all travel expenses related to new merger or acquisition |
| Trade Shows and Events : Other Marketing Events | Trade Shows/Events: Other Marketing Expenses |
| Trade Shows and Events : Other Trade Show Expense | Trade Shows/Events: Other Trade Show Expense |
| Trade Shows and Events : Registration & Booth Fees | Trade Shows/Events: Registration & Booth Fees |
| Employee Benefits (Other Misc.) | Gift cards, Gifts, Flowers, etc |
| Employee Training/Development | Training classes |
| Gym Fees (Up to \$50/month) | Gym Fees |

Non-Reimbursable Expenses:

- Adult entertainment
- ATM/Bank fees, except currency exchange fees as discussed above
- Airline club membership/access fees
- Airline – aisle/window/exist row fee
- Airport/Hotel valet parking
- Auto repairs/maintenance
- Baggage insurance
- Barbers/hairdressers
- Briefcases/backpacks/luggage
- Car accessories (including maps)
- Car towing
- Car washes
- Childcare/ daycare / dog care
- Clothing/ toiletries/ other personal items
- Commuting/mileage costs to and from home to employee’s assigned office/workplace
- Costs incurred by unreasonable failure to cancel reservations
- Credit card annual fees or delinquency fees.
- Decorative furnishings for personal office spaces
- Donations to charities, foundations, or not-for-profit organizations
- Early boarding fee
- Electronic power adapters or chargers of any kind.

- Expenses related to vacation or personal days taken before, during, or after a business trip
- Expenditures on family members
- Food/beverage purchases that do not fall within the daily limit while on business travel.
- Frequent flyer tickets
- Excessive personal phone usage charges
- Hotel gym fees
- House sitting
- Housecleaning services
- Illegal activities or items such as bail
- In-flight headsets
- In-room hotel movies
- Insurance – non-compulsory or optional, deductibles
- Interest charges on credit cards
- Lawn care
- Licenses and regulatory fees that are not business related
- Locksmith fees
- Loss/theft of personal property including insurance deductibles
- Lost airline/rail ticket and processing fee
- Lost baggage
- Magazines/books/newspaper (personal reading) hardcopy or e-copy
- Massage/sauna/facials/spa usage
- Medicine
- Mini-bar charges unless included in daily limit for meals
- Movies, video games, in-flight entertainment packages
- Parking tickets, fines, or traffic violations
- Pet sitting services (dog walking, kennel, etc)
- Personal accident insurance
- Personal entertainment, including sporting events
- Protection screens and other accessories, such as phone chargers and cases
- Rental car upgrades
- Satellite radio
- Shipping/postal charges not prior approved
- Shoeshines
- Souvenirs/personal gifts/cards
- Stand-by fees for airline travel
- Subscriptions (newspapers, non-business/industry related magazines, on-line media)
- Tanning services
- Tobacco products