

This Global Customer Travel & Expense Policy is for Conga employees/contractors when travel is required for a Customer or Partner contract engagement and Customer or Partner will reimburse Conga for such travel and expenses pursuant to the Master Services Agreement, Professional Services Terms, and/or Statement(s) of Work, or similar agreement(s), as applicable, between Conga and Customer or Partner. Only actual, documented expenses will be reimbursed.

- **Air travel:**
 - All US based employees must book all air travel through Conga's online booking system. If Customer/Partner requires a separate booking process, travel must be pre-approved and appropriate receipts must be obtained.
 - Make reservations as early as possible
 - Baggage fees-One bag is allowed
 - Only Coach class is reimbursable
 - Airfare receipt must include the flight itinerary and proof of payment
- **Lodging:**
 - All lodging accommodation rates must be reasonable determined by the locale market rate
 - Standard rooms only (suites, view rooms, or concierge floors will not be reimbursed)
 - Itemize each line from the hotel receipt
 - Weekend stays are reimbursable if required for Conga/Customer/Partner business
- **Meals:**
 - Meal allowance-\$75/day limit for all locations
 - Meal receipts over \$25 must include the meal detail showing what was consumed as well as total charge
 - Tips should be based on the pre-tax amount are not to exceed 20%
- **Ground transportation/car rental:**
 - Conga shall use whatever form of ground transportation is most economical. When possible, Conga will utilize basic level Uber, Lyft, or shuttle services
 - For car rentals, Conga shall make reasonable efforts to utilize a compact or intermediate class rental
 - No prepayment of fuel, or navigation, unless necessary
 - Decline rental insurance
 - Rental car limits
 - Standard North America Locations \$45/day
 - Exceptional North America Locations and other International \$65/day
 - Exceptional International locations \$75/day
 - Rail service should be booked coach
 - In the event a Conga employee or contractor uses a personal vehicle for travel, reimbursement shall be for actual mileage
- **Miscellaneous expenses:** Actual, reasonable expenses include the following (but are not limited to): travel administrative fees, tips, tolls, baggage fees, other ground transportation, parking, and other incidental expenses.
- **Receipts:** If a Conga employee or contractor is traveling to Customer's/Partner's sites itemized, detailed receipts will be required for all expenses.