FORWARD NETWORKS, INC.

Corporate Policy

Travel & Expense Reimbursement Policy

Policy Title	Travel & Expense Reimbursement Policy
Policy Owners	Finance & Accounting; Human Resources
Applies To	All Forward Networks Employees
Effective Date	May 1, 2026
Last Updated	April 13, 2026
Version	1.0
Classification	Confidential — Internal Use Only

Important Disclaimer. *This policy is intended to comply with applicable U.S. federal laws and IRS regulations. It does not constitute legal or tax advice. The Company reserves the right to amend this policy to maintain compliance with federal, state, or local laws.*

1. Purpose

Forward Networks reimburses employees for **reasonable, ordinary, and necessary business expenses** incurred while conducting company business. This policy establishes clear standards for eligibility, documentation, approval, and reimbursement to ensure:

- Fair and timely reimbursement
- Compliance with IRS “accountable plan” requirements
- Adherence to ethical and financial controls

Company funds must be used responsibly and solely to advance legitimate business objectives. Abuse, misrepresentation, or non-compliance may result in denial of reimbursement and disciplinary action, up to and including termination.

2. Policy Administration

Finance & Accounting, in coordination with Human Resources, is responsible for:

- Administering and enforcing this policy
- Reviewing exceptions and disputes

- Updating the policy as required by business or legal changes

3. Expense Reporting & Reimbursement

3.1 Submission Requirements

- All expenses must be submitted through **Ramp** within **45 calendar days** of the expense date.
- Reports submitted after 45 days may be delayed or denied.
- **All year-end expenses must be submitted by November 15** — no exceptions.

3.2 Documentation

- **Itemized receipts are required for all expenses.**
- Bank statements and credit card statements are **not** acceptable substitutes.
- Each line item must include:
  - Business purpose
  - Date and location
  - Customer and/or attendee names (first and last), title, and organization, where applicable

3.3 Reimbursement Timing

Approved reimbursements are paid within **45 days** of final approval. See **Appendix A and B** for submitting and, for managers, approving reimbursements.

3.4 Corporate Card Compliance

Employees issued a corporate card must submit receipts for all charges within **45 days**. Failure to do so may result in card suspension or auto-lock. See **Appendix E** for how to submit support relating to credit card charges.

4. Travel Expenses

4.1 Pre-Approval

- All business travel requires prior approval from the employee's manager.
- Marketing events require **dual approval** (manager + Marketing Department Head).
- Travel bookings must follow **Appendix C**.
- See **Appendix D** for flight, hotel, rental car, and rail restrictions.

4.2 Required Expense Memos

Each expense must clearly state the "Trip" category and purpose. Trip categories are: Customer Meetings, Internal Meetings, and Marketing Events.

Examples

- **Customer Meeting:** "Customer meeting with Acme Corp re: 2025 renewal – 6/20/25"
- **Internal Meeting:** "Sales QBR – 7/22/25"
- **Marketing Event:** "Cisco Live – Las Vegas – 6/18/25"

Additional Requirements

- **Meals:** list all attendees (first & last name).
- **Mileage:** include start/end locations, trip category, and business purpose.

4.3 Airfare

- **Economy or Premium Economy** is the preferred airfare.
- Anything above Premium Economy requires **advance written approval** from the manager, Department Head, and Finance.
- Flights should be booked **14+ days in advance** when feasible.
- Wi-Fi is reimbursable up to **$25/day** (monthly passes require manager approval).
- Frequent flyer rewards may be retained but must not influence booking decisions.
- No more than **two corporate officers or department heads** may travel on the same flight.

4.4 Lodging

- Hotel stays within **100 miles of home** require pre-approval.
- Itemized lodging receipts are mandatory.
- Room service is reimbursable within meal limits.
- **Not reimbursable:** minibars, in-room entertainment, no-show or cancellation fees.
- If lodging exceeds four consecutive nights, hotel laundry service is acceptable.

4.5 Rental Cars & Rideshare

Rental Cars

- Decline optional insurance; company coverage applies.
- Refuel vehicles before return.
- Rental agreements must list **Forward Networks, Inc.**
- Employees must carry proof of company auto insurance.

Rideshare

- Employees are strongly encouraged to use **Uber for Business**, a company-sponsored program, to streamline receipt integration and reporting.

4.6 Personal Vehicle Use

- Reimbursed at the **IRS standard mileage rate** in effect on the date of travel (2026: **72.5¢ per mile**).
- Valid driver's license and insurance required.
- Parking and tolls are reimbursable with receipts.

- Tickets, violations, or fines are **not reimbursable**.

4.7 Companion Travel

Expenses for spouses, partners, or other companions are not reimbursable. Only the employee's incremental business-related costs qualify.

4.8 Meals & Entertainment Limits

Business Meals (Employee(s) and/or Customer(s))

- **Employee:** maximum **$150 per person per day** (higher limits require advance written approval from the manager, Department Head, and Finance).
- **Employee + Customer:** maximum **$200 per person per day** (higher limits require advance written approval from the manager, Department Head, and Finance).

Alcohol

- Maximum of **two alcoholic beverages per employee**, included within meal limits.
- Exceptions require written justification and manager pre-approval.

Gratuities

- Not to exceed **20%**.
- Confirm gratuity was not already included in the bill (e.g., for large parties).

Team Meals

- Require Department Head approval.

4.9 Other Travel-Related Expenses

Expense	Reimbursable
Parking / Tolls	Yes (receipt required)
Work-related Wi-Fi	Yes
Airline lounge memberships	No
Travel insurance	No

4.10 International Travel

- Corporate card use is required whenever possible.
- Currency conversion fees are reimbursable with documentation.
- Required visas, passports, and mandatory vaccinations are reimbursable with manager pre-approval.

5. Entertainment

5.1 Employee-Only Entertainment

Requires manager and Department Head pre-approval.

Documentation must include:

- Attendee names and titles
- Date, location, and amount
- Clear business purpose

5.2 Customer / Vendor Entertainment

Requires Department Head pre-approval.

Documentation must include:

- Attendee names and titles
- Company names
- Date, location, and amount
- Clear business purpose

6. Other Reimbursable Expenses

- Shipping and postage (business only)
- Business books directly related to job function
- Gifts (maximum **$25 per person per year**, IRS limit; pre-approval required)
- Mobile / Internet stipend up to **$50/month** (Sales and Department Heads)
- Equipment, memberships, conferences, and training (pre-approval required)

7. Non-Reimbursable Expenses

Including but not limited to:

- Personal or commuting expenses
- First or business class airfare without approval
- Personal grooming, clothing, or childcare
- Excessive or non-business alcohol
- Travel insurance or luggage insurance
- Any **software purchased independently** (all software must be centrally procured via IT)

8. Acknowledgment