CloudOne Digital

Expense Reimbursement Policy

SCOPE

This policy applies to all employees, contractors, and consultants across working at CloudOne Digital, and any subsidiary of the aforementioned companies and hereafter referred to as "the Company." It establishes the standards for business travel, entertainment, and expense reporting to ensure ethical, compliant, and efficient use of company resources. This policy may be amended periodically to reflect changes in company practices or legal/regulatory requirements in various jurisdictions.

POLICY

The Company will reimburse employees and authorized external consultants for actual, reasonable, and necessary expenditures incurred while conducting Company business. These expenses must be:

- **Reasonable**: Judged by what an objective person would consider rational and non-excessive, in line with standard business practices, local norms, and Company expectations.
- **Necessary**: Prudent for achieving a legitimate business purpose.
- **Proper**: In compliance with applicable laws, Company standards, and ethical practices.

All expenses must be clearly documented, submitted within the required timeframes, and approved through appropriate channels.

REIMBURSEMENT REQUIREMENTS

To be eligible for reimbursements:

- A complete expense report must be submitted, including:
  - The nature of the expense;
  - The names and titles of all individuals involved;
  - The purpose of the expense;
  - The date the expense was incurred;
  - The amount, with currency clearly stated;
- Expenses must be submitted within 90 days from the date incurred. Expenses older than 90 days will not be reimbursed unless a written exception is granted by the respective member of ELT.
- Receipts must be obtained for all reimbursable expenses. If a receipt is lost or not provided, a written explanation along with managerial email approval must be included.
- Local currency equivalents should be used for all international submissions; conversion to USD must reflect the exchange rate on the date of the expense or the rate used by the employee's card provider.

RESPONSIBILITY & APPROVAL

Employees are responsible for ensuring expenses comply with this policy and for maintaining transparency and integrity in all expense submissions.

Expense Report Submission Process

All completed expense reports, along with required receipts and approval from a member of the Executive Leadership Team (ELT), should be submitted electronically as follows:

- U.S.-Based Employees: Submit to the Finance Department at AccountsPayable@liquidweb.com
- International Employees: Submit to the Human Resources Department for Servers at ap@servers.com
- Alternative Submission: Reports may also be submitted through the applicable expense reporting system, where available.

Approval Process:

- **US-based employees:** Expense reports are reviewed and approved through MineralTree (expense tracking/approval tool).
- **International employees:** Expense reports must be reviewed and approved either via email or through the designated expense tracking/approval system, where applicable.

Executive Leadership team are accountable for reviewing and approving expense reports and must ensure that:

- Expenses are reasonable and necessary;
- Receipts and documentation are complete;
- Policy compliance is maintained.

The Finance Department is responsible for ensuring that all submissions are processed timely and in accordance with this policy. Travel and entertainment expenditures for customers, partners, or other external stakeholders must be undertaken with discretion and good business judgment.

Reimbursement Timing and Method

- Approved expense reimbursements are processed according to local procedures.
- In the US, T&E reports submitted to the Finance Department by Friday, 5:00 PM EST will be included in the next payment cycle (typically paid by the following Thursday). International reimbursements are handled based on country practice.
- Payments will be made by ACH or equivalent electronic fund transfer.
- First-time submitters must provide bank account details to the Finance Department. Email accountspayable@liquidweb.com or ap@servers.com for instructions on how to do so.

LODGING / HOTEL ACCOMMODATIONS

Booking Requirements

- Unless approved otherwise, employees are required to select standard rooms only. Charges for mini-bars, in-room movies, or other premium hotel services are considered personal expenses and will not be reimbursed.
- **Preferred Hotels:** Whenever corporate-negotiated rates are available, employees are encouraged to book these preferred hotel options.

AIR TRAVEL

Booking Guidelines

- All US based employees will book their own travel arrangements in accordance with this T&E policy. International employees must complete a travel request via Jira and our internal travel team will process the request.
- Bookings must be made at least 14 days in advance (7 days minimum for last-minute business needs) to optimize cost savings recognizing that at times this may be unavoidable.

Class of Travel

- Only economy class airfare is permitted without ELT pre-approval.
- Business Class may be allowed for intercontinental flights exceeding 7 hours of airtime
- Seat upgrades, extra legroom purchases, or airline reward-driven decisions that result in higher fares are considered exceptions and will not be reimbursed without ELT pre-approval.

Cancellations and Changes

- Flight cancellations or changes should be made as soon as possible. Outside of business hours, employees must contact their respective travel partner or portal.
- Employees are required to cancel flights they will not take to avoid loss of ticket value.
- Unused non-refundable tickets should be reported and reused for future company travel.

Reporting Requirements

- The total flight cost must be reported on the expense report with itemized receipts.
- Any international airfare over $2,500 USD must receive ELT approval prior to booking and the approval must be attached to the expense report.

FOREIGN TRAVEL

- All expenses must be recorded in the home country's currency using a currency expense rate tool.
- Foreign currency purchases must be planned in advance to avoid unnecessary exchange fees.
- Receipts for currency exchanges and related fees must be submitted.

GROUND TRANSPORTATION

Vehicle Rentals

The preferred vehicle rental partners are National and Enterprise (corporate discount code: XZ20B06)

- National when renting at the airport.
- Enterprise when booking off airport.

Ride-Sharing and Taxis

- Business-related travel via Uber, Lyft, taxi, or public transit is reimbursable.
- Include pickup/drop-off locations or submit ride receipts.
- When traveling internationally, your travel manager will arrange your taxi.
- Employees must not purchase additional car rental insurance as provided in the US by corporate coverage.
- Accidents must be reported within 24 hours.
- Reimbursement for fuel is allowed with a receipt and to avoid high-cost fuel, please return the car with a full tank. Traffic violations, toll violations, or fines will not be reimbursed.

Personal Vehicles

- Employees may use personal vehicles in place of air travel when cost-effective. Reimbursement will be at the IRS-approved mileage rate.
- Gas, maintenance, parking fines, and tickets are not reimbursable.

PARKING AND TOLLS

- All toll and parking fees are reimbursable with receipts.
- Long-term airport parking is reimbursable for extended travel.
- Short-term parking may be reimbursed when picking up clients, staff from the airport or short travel stays.

BUSINESS MILEAGE (Personal Vehicle Use)

Employees using their personal vehicles for business purposes will be reimbursed according to the following guidelines:

- Eligible Mileage: Reimbursement applies to total business miles driven, minus regular commuting distances (home to office and return).
- Exclusions: Personal activities, such as lunch runs or errands, should not be included in the mileage calculation.
- Reimbursement Rate: Mileage reimbursement will be calculated based on the current IRS-approved rate.
- Non-Reimbursable Costs: The company does not cover expenses for gas, vehicle maintenance, insurance, tolls, or traffic fines.

Required Documentation

- Date and purpose of the trip
- Starting point and destination
- Total business miles driven

MEALS, INCIDENTALS & BUSINESS ENTERTAINMENT

Meals with Employees

Business discussions during meals with employees may occur from time to time. To be considered reimbursable:

- The meal must serve a clear business purpose and demonstrate benefit to the Company.
- The cost must be reasonable, necessary, and not extravagant.
- When multiple employees are present, the most senior employee in attendance must pay and submit the expense report.

Meal Reimbursement for Business Travel

Employees in approved travel status are eligible for reimbursement of meals (breakfast, lunch, and dinner) according to the following guidelines:

- **Daily Allowance:** Reimbursement is based on actual expenses supported by receipts, with a maximum of $90.00 USD per day (or local currency equivalent). Receipts are required for all meal expenses. Exceptions may apply when traveling to high-cost locations.
- **Employee-to-Employee Meals:** Meals shared among colleagues are **not reimbursable** unless employees are in travel status or the meal qualifies as a business meal under company policy.

BUSINESS ENTERTAINMENT

Business entertainment must meet all the following criteria to be considered for reimbursement:

- Must be pre-approved by a member of ELT.
- Must have a valid business purpose and contribute to business development or client relationship building.

Examples of Acceptable Business Entertainment

- Hosting a client at a sports event, concert, or similar activity when directly linked to a business meeting or discussion.

Examples of Unacceptable Business Entertainment

- Entertaining employees in the absence of external clients or business contacts.
- Attending events without a clear and documented business justification.

Required Documentation for Reimbursement

To process a business entertainment expense, submit the following information:

- Date and location of the event.
- Names and company affiliations of all participants.
- Description of the business purpose and any topics discussed.

NON-REIMBURSABLE EXPENSES

The following items are never reimbursable:

- Airline club memberships.
- Childcare or dependent care expenses.
- Toiletries, cosmetics, or personal grooming products.
- Expenses for spouses, children, or other companions.
- Hotel pay-per-view, mini-bar charges, or video games.
- Commuting costs.
- Personal travel or credit card fees.
- Meals provided by another source.
- Club or membership fees not related to business purposes.
- Parking or traffic violations.

- Unapproved meal expenses or duplicate reimbursements.
- Saturday hotel stayovers without cost savings or prior approval.
- Gift cards or prepaid rewards unless explicitly authorized.
- Loss or theft of personal property.

VIOLATIONS AND ENFORCEMENT

The Company maintains a zero-tolerance policy for unethical behavior, including but not limited to:

- Submission of fraudulent or altered receipts;
- Requesting reimbursement for non-business or personal expenses;
- Misuse of Company funds or engaging in any conduct detrimental to the Company's reputation.

Violations may result in:

- Denied reimbursement;
- Disciplinary action, up to and including termination of employment or engagement;
- Legal or criminal consequences where applicable.

No reimbursements will be made for activities involving bribery, illegal payments, or conduct considered criminal, fraudulent, or grossly negligent.

QUESTIONS

Any questions regarding the content or interpretation of this policy should be directed as follows:

- **U.S.-based employees:** Finance Department at AccountsPayable@liquidweb.com
- **International employees:** Human Resources Department for Servers at hr@corp.servers.com.