



INTEGER WEALTH GLOBAL

POLICY DOCUMENT – 20200329/01

Travel and Accommodation Policy – Human Resources

29 March 2020

Integer Wealth Global states the following as policy:

Preamble

- Integer Wealth refers to Integer Wealth Global and all its subsidiary and member companies.
- All travel requests will be approved based only on necessity of such travel.

1. Introduction.

When representatives travel for company-related purposes, it is Integer Wealth responsibility to provide safe and reliable travel arrangements. This company travel policy serves to clarify the conditions and parameters of a company-paid trip.

1.1 Purpose.

The purpose of this company travel policy is to:

- (a) outline the authorisation and reimbursement process for travel arrangements and expenses.
- (b) to list the company-paid travel expenses; and
- (c) to establish protocols that oversee the travel arrangement process.

1.2 Scope.

This company travel policy is applicable to all representatives under contract at Integer Wealth, including paid interns, contractors, and seasonal, part-time, and full-time representatives.

Integer Wealth sees traveling out of the city, county, region and/or country as a fully paid business trip, as well as one-day trips that are 3 hours or more away from the office.

2. Authorization & Reimbursements.

All company travel arrangements must be authorised by 2 (two) senior management executives at least 72 hours before the expected travel date, depending on the circumstances and the required travel arrangement time period.

Representatives are not permitted to authorise their own travel arrangements.

Representatives are expected to submit a 'Travel Expense Report' at least 3 (three) days after the first business day back at work. On the Travel Expense Report, representatives must include all company-paid expenses and personal expenses.



The finance department is responsible for examining the 'Travel Expense Report' and finalising reimbursement payments.

3. Travel Arrangement.

All travel arrangements must be reserved at least 1 (one) week before the travel date. The finance department is responsible for the booking and payment of all transportation, accommodation, and travel-related expenses.

4. Travel Expenses.

Integer Wealth representatives are entitled to a company-paid travel ticket for any means of transportation the representative(s) require, including a **[type of class]** return plane, boat, train, and/or coach ticket, **[number of meals]** meals, and **[number of luggage]** luggage. While traveling, representatives will be able to use a company-paid taxi service from and to the airport, hotel, and business location. If a representative wishes to travel for personal reasons, he/she will be responsible for the travel fare.

4.1 Accommodation.

Integer Wealth representatives are permitted to stay in a minimum 3-star international rated hotel or lodge while traveling for company purposes. Where a 4-star accommodation is available the representative's accommodation will be arranged for this standard accordingly.

The finance manager is responsible for securing the hotel/lodge room and paying for a representative's stay.

4.2 Other Expenses.

Integer Wealth representative will be reimbursed for 3 (three) meals per day for a maximum of £30 per meal.

If a representative is hosting a client of Integer Wealth, the entire meal will be reimbursed. In addition, if a representative requires a meeting, boardroom, or conference room while traveling, Integer Wealth will book the room and make payment.

4.3 Personal Travel.

Integer Wealth will not be financially responsible for any personal expenses and travel arrangements. If a representative chooses to travel with a partner, Integer Wealth is not responsible for their partner's accommodation, leisure, and/or travel expenses.

A representative is required to submit this information on the Travel Expense Report and produce pay slips for his/her expenses only.

The representative must also disclose that a non-company member is travelling with them.

4.4 Vehicle Hire.

Where vehicle hire for travel is required, Integer Wealth will arrange a Volkswagen Golf type class of vehicle with air conditioning and pay for the usage of the vehicle allocated throughout the time period of the representative's usage thereof.



4.5 Subsistence and Travel Credit Card.

In certain circumstances the representative will receive a travel credit card for the express use of unforeseen expenses and such issue of a credit card will be authorised by 2 (two) company executives.

4.6 International Travel.

If representatives are required to travel out of the country for business, Integer Wealth is financially responsible for all travel arrangements, including accommodation, transportation, visas, travel insurance, and medical expenses.

International trips should be authorized at least 2 (two) weeks before the expected travel date.

The finance department is required to submit a 'Travel Expense Report' before and after the trip. Both reports must be signed off by at least two senior executives before and after the trip.