



Planview Policy and Procedures

Business Travel & Expense

Effective Date: 1/31/2025

Table of Contents

1. Business Travel and Expense Policy & Procedures Overview	4
1.1 Purpose.....	4
1.2 Scope.....	4
1.3 Policy Statement.....	4
1.4 Policy Review	4
1.5 Non-Compliance.....	4
2. Procedures.....	5
2.1 Prior to Travel – Consider the Questions Below.....	5
2.2 Safety and Security – Consider the Questions Below.....	5
2.3 Approvals.....	5
2.4 Booking Travel	5
2.5 Expense Report Submission.....	5
2.6 Expense Report Documentation Requirements.....	6
3. Air Travel.....	6
3.1 Objective.....	6
3.2 Flight Booking and Fare Requirements	6
3.3 Air Travel Class of Service.....	6
3.4 Cancellations and Unused Tickets	7
3.5 Group Travel Restrictions.....	7
4. Ground Transportation	7
4.1 Objective.....	7
4.2 Car Rentals.....	7
4.3 Other Ground Transportation.....	8
4.4 Use of Personal Auto	8
5. Lodging	8
5.1 Objective.....	8
5.2 Booking Lodging.....	8
5.3 Conferences & Conventions	9
5.4 Cancellations.....	9
5.5 Documentation.....	9
6. Meals	9
6.1 Objective.....	9
6.2 Meals.....	9
6.3 Daily Meal Per Diem	10
6.4 Business Meals with Clients	10
6.5 Client Entertainment	11
6.6 Business Meals with Company Employees	11
6.7 Staff Meeting Refreshments During Business Hours	11
7. Telephone	11
7.1 Objective.....	11
7.2 Telephone	11
8. Stipends	11
8.1 Objective.....	11
8.2 Director and Above Cell Phone Stipend	12
8.3 North American Remote Employee Stipend.....	12



8.4 Office Supplies	12
9. Miscellaneous.....	12
9.1 Objective.....	12
9.2 Visas	12
9.3 Baggage Fees & Tips.....	12
9.4 Laundry & Dry Cleaning	12
9.5 Postage & Freight	12
9.6 Memberships & Professional Organizations.....	13
9.7 Professional Licenses.....	13
9.8 External Seminars	13
9.9 Team Building Events.....	13
9.10 Recognitions, Awards & Gifts	13
10. Non-Reimbursable Expense	13
10.1 Objective.....	13
10.2 Non-reimbursable Expense.....	13
11. Customer Billable Travel	14
11.1 Objective.....	14
11.2 Customer Billable Travel.....	14
11.3 Customer Designated Travel Services & Multiple Customer Travel.....	14
11.4 Other Customer Billable Travel Considerations	15

2. Procedures

2.1 Prior to Travel – Consider the Questions Below

- Is travel necessary? Can you accomplish your end goal without physically being at a destination?
- Can you achieve your objectives via telephone or video conference? Employees must first consider if a telephone or video conference call can satisfy the objectives of an off-site meeting prior to making travel arrangements. The potential benefits of the trip should clearly justify the expense to the Company.
- Have you allowed for a 14-day advance purchase (or greater) of your ticket?
- Are all the people being invited to a meeting, customer site, etc. necessary to achieve the objective?
- Are you taking the lowest cost option or are you flying your "preferred airline" to collect miles?

2.2 Safety and Security – Consider the Questions Below

- Do you feel comfortable/safe traveling to this destination?
- Have you researched the re-opening restrictions of the destination, your hotel?
- Have you checked out the hotel website to understand sanitation protocols and dining availability?
- Have you planned your ground transportation options?
- If traveling internationally, have you researched the country entry/exit requirements?

2.3 Approvals

The employee is responsible for complying with this Business Travel and Expense Policy. An employee's immediate manager is responsible for approving an employee's expense reimbursement report during which manager review includes accurately reviewing expense reports, including the attached expense report support, for compliance and adherence to this policy.

All travel and expense must be pre-approved by the employee's immediate manager.

2.4 Booking Travel

- North America, the United Kingdom, and Germany

Use of our designated travel agency, CWT, and our online travel booking tool, Concur, are required for North American, UK, and Germany based employees. CWT will promote the use of our preferred suppliers for air travel, lodging and ground transportation. Travelers must use our preferred providers assuming the itinerary and proposed routing are cost effective and meet business needs. The online booking tool must be used for all domestic and simple international bookings as the online tool is set-up to reflect this policy and provides all the preferred suppliers' rates. The phone option should only be utilized as a last resort, emergencies, complex, or international travel.

Use of CWT is mandatory to maximize the savings with Planview's negotiated corporate pricing. All travel arrangements, including airline, hotel, and rental car reservations, not made through CWT require pre-approval from the CFO prior to purchasing and the CFO pre-approval support must be included in the expense report submission.

- All Other Geographic Locations

All other geographic locations not included in the above bullet will utilize their existing travel booking tools and must consult their local in-country policies.

2.5 Expense Report Submission

- North America, Australia, France, Germany, India and the United Kingdom

The Company's travel & expense ("T&E") reimbursement reporting tool for North America, Australia, France, Germany, India, and the United Kingdom is Concur Travel & Expense ("Concur") and is accessible on the My Apps home page. Use of Concur is mandatory for all T&E expense reports.

To ensure timely reimbursement, the following conditions must be met:

- The report has been submitted via the Concur.



- The report has been reviewed and approved by the employee's immediate manager via the Concur.
- Legible and complete copies of all required support (attached electronic copies, scanned copies, or pictures of receipts) for the expenses are submitted with the expense report in Concur.
- The requested reimbursements comply with the current Travel & Expense policies and conditions:
 - Expenses must be submitted within forty-five (45) days of being incurred to be eligible for reimbursement.
 - Claims older than 45 days from the date the expense was incurred will not be reimbursed.

- All Other Geographic Locations

Other geographic locations will utilize their existing expense reimbursement reporting tool and follow in-country requirements.

2.6 Expense Report Documentation Requirements

- Electronic, scanned original or photo dated itemized receipts are required.
- Expenses under \$25.00 do not require receipts (U.S. employees only).
- Receipts must be submitted with the expense report in a format that is legible, complete and matches the expenses being requested for reimbursement – credit card imports or statements are not acceptable forms of documentation.
- When submitting hotel expenses, employee must separate meals and incidental room charges from the room rate. It is acceptable to leave room taxes with the nightly room rate charges.

3. Air Travel

3.1 Objective

No travel where one segment exceeds 6 hours shall be undertaken unless pre-approved by the Department EVP. For purposes of this policy, international travel for US employees is travel outside of the United States or Canada. No travel shall be undertaken unless approved by the employee's immediate manager.

The request for approval must include:

- Purpose of the trip, including the persons or companies to be visited.
- Time and duration of the trip.
- Travel destination.
- Budget (max price allowed).

3.2 Flight Booking and Fare Requirements

Travelers must book the preferred airline rates as proposed by the online booking tool or the CWT agent. These airline rates provide a substantial discount to Planview and should be the lowest rates in the market.

Travelers must use the lowest fare suggested by the online booking tool or the CWT agent. If a higher fare is chosen, any fare more than \$150.00 over the lowest offered fare must be explained with a valid reason, which is documented for compliance and reimbursement approval purposes.

It is expected that all travel is booked as far in advance as possible, ideally 14 days in advance but no less than 7 days in advance of the approved trip.

3.3 Air Travel Class of Service

Domestic flights: Economy or coach class is mandatory for all employees. First class, business class or premium economy fares are not permitted for domestic flights. As an exception for the Executive Leadership Team (ELT), the criteria for business class travel applies to flights longer than 6 hours.

International flights: For flights exceeding 8 hours, premium economy class may be selected. Employees at a Vice President or above level may select business class for international flights longer than 8 hours. The Executive Leadership Team (ELT) may select business class travel for flights longer than 6 hours. First class travel is not permitted on international flights; no exceptions.



Travel Policy - Class of Air Travel

Level	Domestic	+8hrs International
Below VP	Economy	Premium Economy
VP+	Economy	Business

Note: As an exception for the Executive Leadership Team (ELT), the criteria for business class travel applies to domestic and international flights longer than 6 hours.

Nonrefundable tickets are mandatory. Except as otherwise noted above, first, premium and business class travel is not permitted or reimbursed. The Company does not reimburse fees for upgrades. The Company does not authorize the use of personal credit vouchers or earned travel points for business travel. If used to purchase a ticket, the cost will not be reimbursed.

Traveling employees may retain frequent flyer program benefits. However, participation in such programs must not influence flight selection that would result in incremental cost to the Company within the guidelines outlined above.

Inflight internet on flights exceeding 2 hours may be reimbursed, up to an amount not to exceed a per month amount (\$50/month in the U.S.). Frequent travelers should consider purchasing a monthly plan to stay within this limit.

3.4 Cancellations and Unused Tickets

When booking a flight, you will be asked by the system to use any unused tickets first. Most unused tickets expire within twelve months of the canceled trip. The Company will periodically audit reports of unused tickets.

3.5 Group Travel Restrictions

No more than three (3) corporate officers, vice presidents or above, or more than fifteen (15) employees may travel on the same aircraft. In addition, no more than 3 employees or 25% from one department, whichever is greater, may travel on the same aircraft.

4. Ground Transportation

4.1 Objective

The most cost-effective, safe, and efficient ground transportation is to be used. Unless a rental car is necessary for the business purpose of the trip or the only alternative, taxi service or its equivalent should be the first choice for ground transportation. UberX or Uber Taxi is a permitted class of transportation.

All employees must comply with local regulation regarding the use of mobile phones while operating a vehicle.

4.2 Car Rentals

Hertz is Planview's preferred car rental supplier as part of the TPG travel program. Cars must be booked through the online booking tool or directly with a CWT agent.

Economy, intermediate, or mid-size models are acceptable, except when there are more than four (4) passengers - in such case, full-size models (excluding luxury models) are acceptable.



Employees should review the rental car invoice when returning the vehicle to ensure that the correct rate was obtained, and charges were not made for services not used.

Every effort should be made to refuel prior to returning the vehicle to eliminate the high refueling charge of the rental company.

For U.S. employees, the Company maintains auto insurance for employees traveling on business within North America therefore additional coverage offered by any car rental companies must be declined. For travel in countries outside the U.S. you must accept the additional insurance cover offered.

Accidents occurring in rental cars should be reported to the rental agency, the insurance company and the Company's HR department.

Planview assets and data must be used and managed responsibly to ensure their continued security. Planview has implemented and will maintain required standards (processes, procedures, or guidelines) responsible for ensuring the acceptable use of its assets and data to prevent loss or disclosure of sensitive information due to misuse.

4.3 Other Ground Transportation

The following documentation must be provided to support expenditures as listed below:

- Taxi Cabs/Buses/Shuttles/Lyft/Uber – original receipts showing date, rate, purpose, and destination. The actual amount will be reimbursed plus a reasonable gratuity.
- Rail/Train – original receipt. Class of service guidelines are the same as those for airfare outlined above.
- Tolls/Parking – original receipt. Employees should use the most economical option of airport parking offered.

The use of car services and limos will not be approved nor reimbursed.

For Company travel reimbursing fuel and vehicle usage costs, no additional reimbursement will be made for fuel receipts on personal vehicles.

4.4 Use of Personal Auto

Employees utilizing their personal auto for Company business have the responsibility to carry adequate insurance coverage (as defined by your local Finance or HR department), maintain a valid driver's license, and comply with all local traffic laws and regulations. Upon request, the employee must produce proof of coverage. The Company will not reimburse any deductibles or uninsured damages that might be incurred during business travel. Personal auto should not exceed 250 miles one-way considering the cost which would be incurred for extra travel time, meals, lodging, and auto reimbursement or the expenses related to personal auto travel.

Use of a personal auto at base location for commuting to and from the office is not a reimbursable expense. Mileage to and from employee's local airport is analogous to travel to the office and will not be reimbursed. Mileage will be reimbursed for U.S. employees at the IRS-mandated reimbursement rates, which can be found at the <http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates/>.

Employees outside of the U.S. will be reimbursed at rates mandated by local law. Please see your local Finance department for the applicable rate.

5. Lodging

5.1 Objective

The objective of this section is to define the requirements of lodging while traveling.

5.2 Booking Lodging

Travelers are expected to book all hotel stays through the CWT agent or the online tool, using the TPG negotiated hotel program. Booking directly with the hotel is not acceptable as the booking information is needed for safety and security tracking as well as the ability to track volume with hotels for future negotiations.



The TPG hotel program has negotiated rates in most large cities globally, and additionally has negotiated discounts with our preferred hotel chains. In the unlikely event no discount or negotiated hotel is available, it is expected that the traveler will choose the lowest cost option that meets the business need.

5.3 Conferences & Conventions

When attendance at a convention, seminar or other business event requires that employee stay at a designated hotel, the employee must obtain pre-approval from their immediate Manager, with supporting documentation, if the nightly rate exceeds the Company policy. Approvals and supporting documentation must be submitted through Concur with the applicable expense report.

5.4 Cancellations

Reservations should be made with as much flexibility as possible so that penalties are not incurred. Prepaid hotel reservations should only be booked if no other option is available and prepaid hotel charges are not reimbursed in advance.

If an employee needs to cancel a hotel reservation, he/she should do so through the CWT website (or method used to originally book the reservation).

5.5 Documentation

An itemized hotel receipt is required. When reporting hotel charges on an expense report, only the room rate and tax are to be included as the hotel expense. Meals, telephone, and other hotel charges are to be reported in their respective places on the expense report.

Personal expenses (mini bar bills not reportable as a meal, in-room movies, gift shop charges, etc.) are not reimbursable.

6. Meals

6.1 Objective

The objective of this section is to define the requirements of meals while traveling.

6.2 Meals

The Company will only reimburse actual expenses incurred for meals. The cost of meals differs widely depending on the city and country. Employees must provide the following information in order to be reimbursed for any business-related meals and/or entertainment expenditures:

- Name of all individuals present, including their title and company name, if applicable.
- Detailed receipt of all items consumed (a credit card receipt is not a detailed receipt)
 - For U.S. employees, receipts are not required for meals under \$25.00.

Planview requires that all employees use discretion and abide by all laws when consuming alcohol on company business.

For meals incurred on business, accompanied by receipts, the daily maximum for all meals combined should not exceed \$100, USD, per day.

6.3 Daily Meal Per Diem

For certain countries, based on the employee's country of employment, in lieu of submitting meal receipts, a daily per diem amount set annually by the in-country tax government may be substituted. If a daily per diem amount is claimed then no actuals meal expenses for that day may be submitted or reimbursed and if another Company employee or function paid for meals then no per diem will be reimbursed. Please request annual per diem amounts from your HR Business Partner.

Travel Expense - Daily Meal Per Diem vs Actuals Reimbursement								
Traveling From	Traveling To							
	US	Israel	Sweden	Singapore	Canada	UK	Australia	India
Australia	Actuals Reimbursement - Up to \$100 per day, per T&E policy							
Canada	Actuals Reimbursement - Up to \$100 per day, per T&E policy							
France	Actuals Reimbursement - Up to \$100 per day, per T&E policy							
Germany	Actuals Reimbursement - Up to \$100 per day, per T&E policy							
Italy	Actuals Reimbursement - Up to \$100 per day, per T&E policy							
India	Actuals Reimbursement - Up to \$100 per day, per T&E policy							
Israel	Per diem rates as set by local tax laws. Request current year rates from HR.	Actuals Reimbursement - Up to \$100 per day, per T&E policy	Per diem rates as set by local tax laws. Request current year rates from HR.	Per diem rates as set by local tax laws. Request current year rates from HR.	Per diem rates as set by local tax laws. Request current year rates from HR.	Per diem rates as set by local tax laws. Request current year rates from HR.	Per diem rates as set by local tax laws. Request current year rates from HR.	Per diem rates as set by local tax laws. Request current year rates from HR.
Singapore	Actuals Reimbursement - Up to \$100 per day, per T&E policy							
Sweden	Per diem rates as set by local tax laws. Request current year rates from HR.	Per diem rates as set by local tax laws. Request current year rates from HR.	Actuals Reimbursement - Up to \$100 per day, per T&E policy	Per diem rates as set by local tax laws. Request current year rates from HR.	Actuals Reimbursement - Up to \$100 per day, per T&E policy	Per diem rates as set by local tax laws. Request current year rates from HR.	Per diem rates as set by local tax laws. Request current year rates from HR.	Actuals Reimbursement - Up to \$100 per day, per T&E policy
UK	Actuals Reimbursement - Up to \$100 per day, per T&E policy							
US	Actuals Reimbursement - Up to \$100 per day, per T&E policy							

6.4 Business Meals with Clients

While conducting business, it is sometimes necessary to entertain clients. Local tax authorities may have established firm policies for the deductibility of these expenses. A business meal expense is defined as "an expense associated with a business discussion, which is held for the purpose of achieving Company objectives." Business discussions must occur during, immediately preceding or following the entertainment and the setting must be conducive to such discussion.

Documentation must be maintained to substantiate this requirement. This includes:

- Date and place of entertainment
- Nature of the business discussion
- Name, title, and business relationship of attendees
- Cost of entertainment
- Attached itemized detail receipts

Any meal for a non-business guest is considered personal expenses and is not reimbursable.



6.5 Client Entertainment

Entertainment over and above a Business Meal expense (detailed above) requires EVP pre-approval and that EVP approval must include with the expense report for reimbursement.

6.6 Business Meals with Company Employees

The Company recognizes the need and effectiveness of occasional lunches and meetings to discuss business and personnel-related issues. Business meals between company employees must be paid for by the highest-ranking employee present and approved in advance by the employee's manager. The expense report must contain the date, location, reason for the meal/event and the names of the attendees. This expense should be coded in Concur as "Meals – Business Related."

6.7 Staff Meeting Refreshments During Business Hours

For coffees, luncheons, or occasions where refreshments are provided in conjunction with a staff meeting or other business meetings of employees, the invoice or personal expense report must contain information regarding the date, location reason for the event, and information regarding the attendees.

7. Telephone

7.1 Objective

The objective of this section is to define the requirements of telephone expenses.

7.2 Telephone

Telephone calls for business purposes while traveling are authorized and will be reimbursed upon submission of an approved expense report. Employees with Company reimbursed cell phones are expected to use their cell phone as their primary phone while traveling and are of course subject to the respective mobile device policy. We expect employees to use good judgment in frequency and length of personal calls. Due to the service charges imposed by hotels, calls that are charged to the hotel will not be reimbursed if the traveler holds a company -reimbursed cell phone.

In addition, long distance charges for business calls are to be expensed via Concur, the receipt must be included and must not duplicate basic phone service. Lync / Skype / Slack / Zoom / Teams is the first option for all international calls and conferencing bridges should only be used for 4 or more callers.

Limit calls, texts, and data usage as they are extremely expensive. Please use Wi-Fi whenever available.

U.S. employees who are on a Planview mobile plan should follow these guidelines when traveling internationally:

- Submit an IT Help Desk ticket/request at least one week in advance of travel and include the dates and location of your travel.

8. Stipends

8.1 Objective

The objective of this section is to define the requirements of employee stipends. All stipend requests must be made to your HR Business Partner within 30 days of joining Planview or within 30 days of your change in circumstance. A change in circumstance includes but is not limited to a change in title, a change in remote classification status, and being issued or returning a Planview issued cell phone. No retro stipends will be paid. If your request is made 30 days after joining Planview or your change in circumstances then, if approved, your stipend will start on the next payroll date with no retro payment.



8.2 Director and Above Cell Phone Stipend

In the U.S. and Canada, employees with a Director or above title are eligible for a \$50 monthly Cell Phone Stipend, included in payroll and payable semi-monthly. Eligibility applies to all regular, active, full-time employees, working a minimum of 30 hours per week and is effective on the first pay cycle after hire or promotion date. An employee receiving a Cell Phone Stipend is ineligible for other stipends, including the North American Remote Employee Stipend, and is ineligible for a Planview issued cell phone. To be paid the Cell Phone stipend you must install and enroll in Planview's Mobile Device Management (MDM) application – the Intune Company Portal. Failure to comply with Planview's MDM policy will result in immediate stipend removal and you must submit a new stipend request to your HR Business Partner to reenroll. No retro stipend payments will be made.

8.3 North American Remote Employee Stipend

A Remote Employee Stipend is potentially applicable to North American employees having a home office set-up, not living within a 30-mile radius of a physical office, and not working remote due to the pandemic.

Remote Employees are eligible for a \$75 USD or \$75 CAD monthly Remote Employee Stipend as a contribution towards expenses such as utilities, broadband, home phone and cell phone. The stipend is included in payroll and payable semi-monthly at \$37.50 USD or \$37.50 CAD. Eligibility applies to all regular, active, full-time employees, working a minimum of 30 hours per week and is effective on the first pay cycle after hire or promotion date. An employee receiving a Remote Employee Stipend is ineligible for other stipends, including the Director and Above Cell Phone Stipend, and is ineligible for a Planview issued cell phone.

8.4 Office Supplies

Employees who are eligible for the North American Remote Employee Stipend will be reimbursed for reasonable expenses related to home office supplies. Examples include stationary, printer cartridges, paper, pens, etc. Expenses must be accompanied by a receipt.

9. Miscellaneous

9.1 Objective

The objective of this section is to define the requirements of business expenses not referenced in another policy section.

9.2 Visas

Fees associated with obtaining or renewing business visas that are fundamental to an employee's role within the Company will be reimbursed with prior approval from the department VP.

9.3 Baggage Fees & Tips

Actual reasonable amounts will be reimbursed for normal baggage handling and tips.

9.4 Laundry & Dry Cleaning

Reasonable cost is reimbursable if travel requires either:

- An absence from your base location in excess of five (5) consecutive days, or
- Unusual circumstances which make such costs necessary on trips of shorter duration.

9.5 Postage & Freight

Postage/freight costs incurred for business purposes should be included in the appropriate areas on the personal expense report. Interoffice mail is coordinated by your local Office Manager. Other use of express mail and other methods of rapid delivery should be utilized only as an extraordinary measure.

9.6 Memberships & Professional Organizations

Employees are encouraged to actively participate in industry and professional associations as appropriate for their respective position and/or professional certifications. Memberships and dues up to \$200.00 must be pre-approved by a department/division head; over \$200.00 requires EVP approval.

9.7 Professional Licenses

Fees associated with obtaining or maintaining professional licenses that are fundamental to an employee's role within the Company will be reimbursed with prior approval from the Department EVP.

9.8 External Seminars

External seminars are defined as formal meetings conducted for the purpose of teaching or developing specific job-related skills. These formal sessions or courses are conducted by firms external to the Company and offer specialized educational services not provided by Corporate Training. All external seminars must be pre-approved in writing by the Department EVP before committing to attend. If the seminar is conducted at a location 100 miles or more away from home, an overnight stay will be allowed and reimbursed according to normal travel policies.

9.9 Team Building Events

Employee events (sales recognition, service recognition, etc.) that exceed \$1,000 require the prior approval of the CFO. These events must be in the best interest of the Company.

9.10 Recognitions, Awards & Gifts

All employee rewards must be assigned through HR. Please contact your HR department for guidance. **Gifts of the nature (birthday, holiday, wedding, graduation, new home etc.) are non-reimbursable.** Flowers and other forms of recognition of life events (births and deaths) must be sourced via your HR department. All North American employee recognitions, awards and gifts must be communicated to smpayroll@planview.com and include the employee's name, issue date, purchase value and reason.

10. Non-Reimbursable Expense

10.1 Objective

The objective of this section is to define expenses that are not reimbursable.

10.2 Non-reimbursable Expense

Certain expenses are not reimbursable by policy of the Company. Types of expenses which are not reimbursable include but are not limited to the following and as indicated elsewhere in this document:

- Childcare and/or dependent care, animal boarding and house-sitting fees
- Personal credit card annual fees
- Fines for traffic/parking violations
- Personal items and services, including clothing, entertainment, reading materials, toiletries
- Thefts, loss, or damage of personal property (including by airlines)
- Unexplained expenses
- Spouse/companion travel
- American Express rewards program and delinquency fees
- Health club, country club, or other private club fees/dues
- Additional travel/flight insurance
- Charitable donations (must be made via Company check)
- Upgrading flights
- In-room and in-flight movies

- Car washes, oil, and mechanical work for vehicles
- Airline, rental car, and travel club membership dues
- Cell phone hardware

As always, good judgment is required in determining the appropriateness of expenses to be charged to the Company. If you have any questions about whether an expense is reimbursable, please contact concuradmin@planview.com.

11. Customer Billable Travel

11.1 Objective

The objective of this section is to define the requirements of customer billable travel.

11.2 Customer Billable Travel

All Planview employees are subject to the rules and guidelines outlined in the Business Travel and Expense Policy unless a specific exception applies as noted in policy section 11.

The Company recognizes that employees conduct travel that is reimbursable by the customer based on contract the Company has with those customers. This addendum applies to travel related to services when there is an agreement that the customer will reimburse the Company for the employees travel and living expenses in conjunction with the services they are providing.

Should a services agreement with a given customer provide for specific travel and living guidance different from this policy and the travel is billable, the customer policy shall prevail. The EVP, Planview Consulting, or a delegate thereof, shall be given the opportunity to review and concur with customer policies prior to inclusion in contracts. The assigned Planview Engagement Manager is responsible for dissemination of contractual obligation to all other consulting staff providing services to that customer; however, consulting staff should take it upon themselves to verify customer limitations and requirements prior to booking travel.

When there is no commercial arrangement for the reimbursement of travel expenses for a customer, e.g., expenses are blended into the rate or services are provided outside of the contractual terms where the Company is not reimbursed for travel and living expenses, the Planview Business Travel and Expense Policy and Procedures will remain as the prevailing travel policy, unless approved by the EVP, Planview Consulting.

When booking travel that adheres to a specific customer travel and living guidance policy that differs from the Planview policy, please reference this in Concur as billable and per customer policy. This will ensure timely processing within the online tool.

11.3 Customer Designated Travel Services & Multiple Customer Travel

Employees should pay attention to the billable and not-billable items when recording travel-related expenses. When requested or required, use of a customer-designated corporate travel service or specific air carrier should be honored to the extent practical but is not required in instances where travel involves (or negates the ability to plan) multiple-customer engagements, results in an increase in travel costs, or otherwise represents an undue limitation or burden in relation to the potential amount saved.

To minimize travel overhead, increase efficiency, and help manage costs, employees may service multiple customers within a given trip. When such is the case, expense reports shall be annotated accordingly in remarks, including the Statement of Work number of the other customer engagement(s) with which costs were split. Reimbursable travel costs will be split between customers as follows:

- Airfare – Even split of the total ticket cost between customers serviced.
- Lodging, rental car, meals, and other daily rate expenses – Split proportionally between customers based on the number of days service provided.
- Other Non-Daily or Non-Customer Specific Expenditures – (shuttle to/from airport, tolls, rental car, gas, etc.) even split of the total cost.



11.4 Other Customer Billable Travel Considerations

Planview uses restricted ticketing to contain costs. Fees associated with rescheduling of engagements are the burden of the requesting party (i.e., reimbursable by the customer if the customer changes the schedule, and reimbursable by Planview if done for internal reasons).

In situations where Planview is expected to provide nearly continuous support for several months, the Engagement Manager should consider the practicality of other lodging options such as an apartment for self and other staff. Such situations will be evaluated on a case-by-case basis and agreed to by the customer in advance of any commitments.

Version History

Version	Date	Author	Notes
1.0	12/15/2023	E. Whitman	Initial Draft
2.0	12/15/2023	E. Whitman	Updated Per Diem Table
3.0	12/15/2023	E. Whitman	Updated Per Diem Table
4.0	1/19/2024	E. Whitman	Updated Per Diem Footnote & Table
5.0	1/29/2024	E. Whitman	Updated Per Diem Footnote

Approval History

Version	Date	Approver
1.0	12/15/2023	C. Murray
2.0	12/15/2023	P. Sachdeva
3.0	1/17/2023	P. Sachdeva
4.0	1/29/2023	P. Sachdeva