



## **REIMBURSEMENT AND TRAVEL POLICY**

**Effective Date of Policy: March 2023**

## **TABLE OF CONTENTS**

### **REIMBURSEMENT POLICY**

Corporate Credit Card Program.....	page 3
Travel & Entertainment Policies & Procedures.....	page 3
Reimbursable Expenses.....	page 4
Non-Reimbursable Expenses.....	page 5
Excluded Expense Types.....	page 6
Expense Reports.....	page 7

### **TRAVEL POLICY**

Summary & Purpose.....	page 9
Responsibilities.....	page 10
Corporate Risk Management & Travel.....	page 11
Travel Services.....	page 11
Air Travel.....	page 14
International Travel Visas.....	page 16
Rail Transportation.....	page 17
Rental Cars & Personal Vehicle Usage.....	page 16
Lodging.....	page 19
Meals & Entertainment.....	page 22
Taxis & Airport Limousines.....	page 23
Airport Parking.....	page 23
Phone Calls.....	page 23
Tips & Gratuities.....	page 23
Relocation .....	page 24

# REIMBURSEMENT POLICY

## I. CORPORATE CREDIT CARD PROGRAM

The ASP Program is specifically intended for team members who travel or incur certain types of expenses on behalf of the Company. An ASP credit card (“Corporate Card”) will be issued to all team members who travel at least once a year on Company business, or who regularly incur expenses on behalf of the Company, upon the request of the team member’s manager and completion of the required application. A team member’s personal credit history is not considered when issuing a card.

Once issued, this card must be used for all Company approved business expenses but should never be used for personal expenses. Corporate Cards cannot be shared and must only be used by the authorized cardholder.

***Failure to timely submit or approve expense reports or submitting or approving unauthorized expenses may result in cancellation of your Corporate Card privileges, counseling, and possible termination of employment.***

## II. TRAVEL AND ENTERTAINMENT POLICIES AND PROCEDURES

### General Information

While traveling on behalf of ASP or attending Company meetings, activities or events (whether onsite or offsite), team members are expected to behave in accordance with Fortive’s Standards of Conduct and all other applicable policies.

It is not possible to anticipate every situation that may arise while traveling on business. Thus, each team member is expected to exercise good judgment in incurring travel and entertainment expenses and to obtain prior management approval for expenditures not covered by this policy.

Expenses incurred by the traveler through negligence, personal choice, or carelessness of the traveler are not reimbursable (e.g., missed flight, damage to hotel property, cleaning fees for smoking in a non-smoking room, etc.). If you or anyone you know, who is subject to the terms outlined in this policy, has knowledge of or is engaging in suspicious behavior you believe to be in violation of this policy, you are required to report your concerns either to your manager or through the Company’s Speak Up! or Open-Door procedure. All reports of improper behavior or policy violations will be thoroughly investigated. Anyone acting in a manner not consistent with the standards and requirements outlined in this policy is subject to counseling, up to and including termination of employment.

Committing fraud or theft against the Company or attempting to do the same could lead to termination of employment and prosecution, as allowed by law.

Managers are responsible for their own conduct as well as monitoring and ensuring

adherence to this policy by any of their direct report(s) subject to these policies.

The Corporate Card can be used at any merchant that accepts Mastercard, except as otherwise directed by the Company. Our card program allows for merchant category blocking. If a merchant category is blocked and you attempt to use your card at such a merchant, your purchase will be declined. If your card is refused at a merchant where you believe it should have been accepted, call the number on your card to determine the reason for refusal. The Program Administrator, [corp-cards@asp.com](mailto:corp-cards@asp.com) or [asp-emeaconcur@asp.com](mailto:asp-emeaconcur@asp.com) to can remove restrictions if there is a business need to use the card at a blocked vendor, in accordance with applicable policies.

Cash withdrawals are not permitted.

Every cardholder has a credit limit assigned to his/her account, noted on the front of the mailer sent with the card. As limitations vary by cardholder, please discuss the limit with your manager. If you believe your credit limit to be insufficient for your requirements, and your manager agrees, your manager must contact [corp-cards@asp.com](mailto:corp-cards@asp.com) or [asp-emeaconcur@asp.com](mailto:asp-emeaconcur@asp.com) to request your limit be increased. All increases are subject to approval by the Corporate Controller or his/her designee

You are responsible for the security of your card and any purchases made on your account. If you believe that your card has been lost or stolen, immediately call the number on your card and e-mail [corp-cards@asp.com](mailto:corp-cards@asp.com) or [asp-emeaconcur@asp.com](mailto:asp-emeaconcur@asp.com). It is extremely important to act promptly in the event of a lost or stolen card to avoid Company liability for fraudulent transactions. As with a personal charge card, you will no longer be able to use the account number after notifying the bank. A new card will be issued once the original is closed.

The Company will not reimburse the annual fee for any personal charge card or any expenses related to card membership.

#### Additional Information

To change any information regarding your account, please e-mail [corp-cards@asp.com](mailto:corp-cards@asp.com) or [asp-emeaconcur@asp.com](mailto:asp-emeaconcur@asp.com).

### III. REIMBURSABLE EXPENSES

Typically, only expenses associated with employee travel should be charged to the corporate card (other than as noted in the Vendors Invoices section below). All other expenses should be processed through a procurement card or iBuy so that they can be processed appropriately.

#### Reimbursable Expenses While Traveling

Summarized below is a partial list of expenses that are generally considered reimbursable when incurred for a specific business purpose. **(A more restrictive local policy may supersede.)**

- Airline Travel (including baggage fees)

- Airport Parking (See Airport Parking section below)
- Car Rental and refueling
- Currency conversion fees
- GPS (Navigation) if necessary, in the rental vehicle
- Ground and water transportation
- Internet access (Hotel) - If hotel charges extra for internet, consider utilizing alternatives if available such as free hotel lobby Wi-Fi, nearby Fortive office Wi-Fi, etc.
- Internet access (Airline in-flight) for business purposes only.
- Laundry/dry cleaning services only when associate is traveling on business for seven (7) or more consecutive days
- Lodging
- Long distance phone calls
- Meals
- Medical immunizations (as required for international travel)
- Office Supplies
- Parking and tolls
- Passport and visa application and service fees
- Personal vehicle usage for associates who do not have an assigned company vehicle and do not receive a vehicle allowance (business mileage expense to be reimbursed at the standard IRS rate)
- Preferred Travel Agency Service/Transaction Fees
- Taxi (Uber X for ride shares or other means of taxi)
- Train
- Telephone/fax
- Tips/gratuities (must be reasonable and customary for the country of travel)

**Non-Reimbursable Expenses When Traveling** – these types of expenses are not reimbursable:

- Airline club memberships
- Airline seat upgrades
- Airline upgradeable tickets, seat assignments or premium cabin upgrades that add additional cost above the provisions of this policy
- Annual fees for or late fees for credit cards
- Child care
- Gifts and gift cards
- Haircuts or other personal grooming services
- In-flight phone
- In-room and in-flight movies

- Leisure reading material (newspapers/magazines/digital downloads)
- Mini-bar or in-room snacks (except when used as a reasonably priced meal and other meal options are not available)
- Non-preferred travel agency service/transaction fees
- Personal entertainment
- Personal property losses
- Pet sitting
- Traffic fines or parking violations
- Travel insurance (personal)
- Travel luggage or briefcases
- TSA pre-check, Global Entry, and related expenses
- Shoe shines
- **Reservation Changes:** Changes to existing itineraries should be avoided. Changes are reimbursable when justified due to Mother Nature, personal/medical emergency, critical business needs. Only exception is when a reservation change results in an overall cost savings (expense report must detail the total cost to change versus the cost for hotel, rental car and food expenses). All change fees and associated costs will require justification in the Expense Reporting system when submitting the report.
- Vacation or personal charges incurred while on a business trip including souvenirs, personal gifts, tours, sightseeing, or expenses for any person accompanying the traveler for personal reasons.
- Travel expenses for associates who have a remote working flexible work arrangement agreed to by their respective manager may be eligible for travel expenses to and from ASP office or other sites at which company business is conducted (please refer to local flexible work policy)

#### Reimbursable Expenses Non-Travel

- Pre-approved training expenses related to the associates' job requirements and professional license fees
- 
- Tuition assistance (if deemed as reimbursable per local policy)
- Miscellaneous office supplies and related expenses (if deemed as reimbursable per local policy)
- Internet/mobile (if deemed as reimbursable per local policy)

#### IV. EXCLUDED EXPENSE TYPES

Typically, only expenses associated with employee travel should be charged to the corporate card (other than as noted in the Vendors Invoices section below). All other expenses should be processed through a procurement card or iBuy so that they can be processed appropriately.

## Non-Corporate Card Approved Activities

The following are examples of activities that must be processed through the procurement card or iBuy:

- Consulting or other professional fees, including travel expenses
- Digital marketing campaigns
- Group training and conferences fees
- Office supplies if working from the office
- IT hardware or software, including phones, tablets, laptops, printers, and other accessories such as telephone cases, iPad covers, or mobile earphones
- Utility or maintenance expenses
- Any capital expenditure
- Material expenses, including packaging
- Shipping or 3PL expenses
- Payment of SPIFFs or other compensation related items
- Rent

The purchase of gifts cards or holiday gift giving and parties is strictly prohibited by ASP policy and are not reimbursable. Consider providing recognition through the ASPire recognition platform.

## Vendor Invoices

ASP allows for the use of the Corporate Card to pay vendor invoices under USD \$1,000. These invoices do not need to be sent to the local AP team to process and an iBuy PO is not required for vendor transactions paid by card. Stacking (charging a card multiple times to keep each less than USD \$1,000) is not permissible. All expenses should be remitted in Concur within 60 days.

## v. EXPENSE REPORTS

### Corporate Card Billings & Reimbursement

Corporate Card transactions are auto populated into the Concur Expense system daily. Promptly review charges when they appear and notify the card issuer of any disputed or potentially fraudulent charges immediately, so they can investigate and resolve the issue.

In the unlikely event that a merchant does not accept the Corporate Card, cash payment will be reimbursed, if for a proper purpose and supported by a receipt. Retain all receipts for Corporate Card purchases, and any other reimbursable expense. Receipts are required to support all requests for reimbursement, except for purchases under \$25.00.

Unauthorized charges will be the responsibility of the team member. Further detail about team member and management responsibility related to expense reimbursement is covered in the Expense Report section.

## Submission and Approval

All team members who travel or entertain at the Company's expense are required to submit expense reports using the Concur Expense system **within 60 days of the purchase**. Expense reports must be approved by the team member's immediate supervisor **within 10 days of the report**. Supervisors and Managers who are planning to be out of the office can assign a delegate to approve expense reports on their behalf in Concur.

Travel cards will automatically be blocked when expenses are aged over 90 days. Additionally, expense reports that are submitted after 90 days of the incurrence of the expense require additional approval beyond the approval from the associate's direct supervisor, based on ASP's delegation of authority (DOA).

For expenses exceeding 90 days, please email the appropriate approver (below), copying your direct manager, and attach a copy of all items that need exception approval. Per the current delegation of authority, expense reports under USD \$5,000 require approval by the Assistant Controller/Director of Accounting, and expense reports over USD \$5,000 require approval by the Corporate Controller. All expense reports submitted after 180 days require approval by the Corporate Controller. These situations should be rare and under exceptional circumstances. Any updated/current DOA supersede the limits stated above.

Expense reports may be audited at any point after submission. Any policy violations/unauthorized charges will be rejected, and the team member will be responsible for the charges.

## Receipts

Receipts can be uploaded to Concur via attachment or through the Concur mobile phone application.

Receipts must include the vendor/store name. In the unlikely event that you are unable to submit a vendor specific receipt, provide a detailed explanation of the charge along with the receipt affidavit.

### 1. Meals

Provide the itemized receipt in addition to the customer copy of the credit card slip showing the tip amount and total charge. Tipping should be reasonable, in line with local customs. Excessive tipping will not be reimbursed.



## 2. Hotels

Itemize the hotel charges as they are itemized on the hotel folio (bill) – charges like room, internet, parking, and other authorized expenses must be specified in the expense report.

## 3. Entertainment

Entertainment expenses must be supported by a valid receipt and a written description within the expense report system describing the business purpose of the expense and the names and titles of persons present, where applicable.

## 4. Missing Receipts

If you are missing a receipt for a travel, business, or entertainment expense, request a duplicate receipt from the vendor. If a duplicate receipt is unavailable, please fill out a Receipt Affidavit within Concur. Missing receipts should be an exception, not a general practice. In the rare instance where expenses were incurred before an employee's final work date, their direct supervisor can submit the final expense report on the terminated employee's behalf and complete a Receipt Affidavit.

# TRAVEL POLICY

## Summary

This policy sets the minimum corporate requirements and controls over travel expenses. This policy does not supersede local policies which may be more restrictive and impose stricter spending limits. Associates are responsible for awareness, understanding, and compliance with all applicable Fortive and ASP policies.

## Purpose

Associates who spend time away from home traveling on behalf of ASP deserve our appreciation. ASP recognizes that travel is a necessary part of its business and is committed to providing ASP Associates with reasonable, appropriate travel arrangements with the highest degree of safety at the lowest possible cost. Travel costs are a significant component of our business costs, and must be managed effectively.

We need to balance the Associate's travel convenience with the compelling need for ASP to minimize overall travel costs. The ASP Travel Policy goal is a balance between costs savings and convenience, without a significant impact on those Associates who travel on the company's behalf.

Fortive Associates are expected to plan business trips **only** when it is not possible to conduct the necessary business through the use of conference calls, webcasts, video conferences, e-mails or other less costly, less time-consuming services. When travel is necessary, the use of best cost providers should always be used. Often, the best cost is through ASP's preferred

suppliers that provide special prices and discounts. (Refer to Inside ASP > iBuy / Indirect Procurement > Preferred Supplier Program for a current list of preferred suppliers. [Preferred Suppliers](#))

The number of Associates on a business trip should be limited to those whose presence is necessary for the accomplishment of business objectives.

This policy sets the minimum corporate requirements and controls over travel expenses. This policy does not supersede local policies, which may be more restrictive and impose stricter spending limits. Local exceptions to this policy that are more restrictive do not require special approval. However, local or individual exceptions that are less restrictive require written approval by Group Chief Financial Officer (Group CFO) or above. It is recommended that a list of all local exceptions to the policy be documented and signed-off appropriately each year by the Group CFO.

The scope of this policy is intended to cover all ASP locations and Associates globally.

## Responsibilities

It is the responsibility of each ASP associate to ensure that they have read and understand the policy. The purpose of ASP Corporation's Travel Policy is to provide guidelines for safe, comfortable, comprehensive, and cost-effective travel services for the associates whose position requires them to travel on Company business.

ASP associates are expected to utilize ASP's preferred suppliers whenever they provide efficient, cost-effective business travel services. Use of other suppliers is acceptable when they provide a safe, efficient alternative at lower cost

Please note the following responsibilities:

- A. Associates are responsible for submitting expense reports that are timely and accurate. All expense reports should be submitted within a period no longer than two (2) months of actual travel or entertainment expense.
- B. All expenses must be necessary, reasonable and for items specifically provided for in this policy. All travel and expenses must also be in compliance with Fortive Gift & Entertainment Policy, Fortive's Travel Safety Policy, and Fortive's Standards of Conduct.
- C. Approving managers are responsible for reviewing all expense reports to assure that they are complete and in compliance with this policy, Fortive's Gift & Entertainment policy, and FortiveASP's Standards of Conduct.
- D. All expenses must be necessary, reasonable and for items specifically provided for in this policy. All travel and expenses must also be in compliance with Fortive's Gift & Entertainment Policy, Fortive's Travel Safety Policy, and Fortive's Standards of Conduct. [Standards Of Conduct](#); [Fortive Legal Policies](#)
- E. Expense reports must be complete, accurate and correct in compliance with 's Standards of Conduct for maintaining transparent books and records (including travel and expense documentation). Submission

and/or approval of inaccurate, false, or fraudulent expense claims is grounds for disciplinary action up to and including termination of employment.

- F. Associates are expected to spend travel costs prudently and sensibly, exercising good judgment and minimizing costs.
- G. Associates must check the accuracy of bills and other documents before paying or accepting them.
- H. Associates must report all expenses promptly and accurately with the required documents. All travel and entertainment must be properly documented with business reasons and people entertained (names and company affiliation).
- I. Associates must guard their safety and security carefully in all circumstances and must comply with the Fortive Travel Safely Policy; Fortive Connect >Fortive Travel Center > FTV Policies-International Travel.
- J. Associates must follow all other applicable regulations and Fortive and ASP policies when traveling.
- K. Each Fortive operating company must have a method for rapidly tracking all travelers' whereabouts in case of emergency.

Each Associate is responsible for adhering to local travel policies. It is also the responsibility of the immediate Manager or Supervisor approving expense reports to see that Associates adhere to their local travel policy.

## Corporate Risk Management and Travel

Fortive requires that travel to certain countries and geographic areas **must** be approved in advance by the President of the applicable operating company. Additionally, there are certain countries that require a travel accident insurance waiver from Fortive's travel insurance carrier in order for the associate to be covered during business travel to those countries and geographic areas. Please refer to the [Fortive Travel Safely Policy](#); Fortive Connect >Fortive Travel Center > FTV Policies-International Travel; for important information concerning the review and approval process for travel to any covered locations. Associates must check this site, prior to booking travel, to determine whether they are traveling to a covered location. If so, the associate must follow the procedure for consideration and approval of travel to the destination in question.

Our preferred travel agencies have been instructed not to issue tickets to a covered location unless they have been provided a copy of the signed and approved Travel Safety approval form and/or an e-mail with the appropriate approval.

## Travel Services

All arrangements and reservations for airlines, ground transportation, car rental, lodging, group meetings, and/or other travel-related services should utilize the

Fortive preferred travel suppliers. See MyFortive > Fortive Travel Center for information and details on these programs. Use of a preferred travel agency will ensure corporate negotiated rates are applied with our preferred travel-related suppliers. Non-preferred agencies do not have access to Fortive's negotiated airline, car rental, and hotel discounts. Preferred travel agencies assist in managing local and corporate travel policies, corporate agreements and unused tickets. In addition, our preferred travel agencies provide the required market share reporting to the airlines (certain volumes are required to maintain our discounts), as well as, spend and compliance data to each Fortive location.

Additionally, for security and insurance reasons, it is very important that Fortive has a record of Associates' travel and the carriers being utilized in case issues/emergencies arise during travel. This is why Associate business travel must be booked through the preferred travel agencies. Airline tickets issued by any other means, including reservations made directly with the airline or on the Internet, shall be considered non-compliant and subject to non-reimbursement.

### Online Booking

The preferred travel agencies' online booking tools and mobile applications (where available) must be utilized for all domestic and cross-border point to point reservations. This tool is not recommended for complex multi segment travel. (complex domestic - more than 3 cities and complex international trips - more than 2 countries - on same itinerary). Fortive expects 80% of all tickets to be purchased via the travel agencies' online booking tools because Associates make better purchasing decisions when all options and prices are presented.

The use of e-mails and phone calls as booking methods is not recommended for the following reasons:

- Time consuming
- Lack of visibility of all existing alternatives

Instead, we strongly recommend the usage of the online booking tool and mobile application (where available) for point to point connections. Only if truly necessary should you contact the agency directly, as this creates additional expense.

Only complex multi-stop trips should be done by calling the agency directly.

### Online Booking versus Internet Booking

Online booking is the system utilized by our preferred travel agencies, using their booking tool solution. Internet bookings are fares that are provided through carrier-direct sites and third-party providers, such as Travelocity, Expedia.com, Singapore Airlines, etc.

Online booking provides the following benefits:

- Avoids waste of associate time researching "lower fares"

- More travel options displayed to drive lower cost
- Reduced service fees
- Ensures policy compliance
- Data collection and reporting
- Better negotiation leverage
- Tracking of unused e-tickets
- Maintain carrier discounts (market share commitments)
- Travel services available for itinerary changes
- Traveler risk management tracking for Fortive

Internet bookings do not provide the above benefits and should not be used.

### Emergency/After Hours Agency Services

With each Fortive preferred agency we have availability to utilize an after-hours service for urgent issues or changes that must be addressed outside the agency normal business hours. This service should **only** be used if outside of agency business hours, you must make a change for a flight that same day or early next morning. This service shall not be utilized to check flight status or seat assignments at any time. There is an additional service charge for the use of this service and if the call is to be determined to be non-emergency, an additional penalty fee is assessed.

Emergency numbers are posted on MyFortive under the Fortive Travel Center and are printed on itineraries generated by the preferred travel agencies

### Traveler Profiles

All associates expected to travel should complete a traveler profile with the preferred travel agency to ensure that pertinent details and preferences are adhered to in the reservation process.

The traveler is responsible for informing the agency of all personal profile information changes.

Please be aware that the U.S. Transportation Security Agency (TSA) requires that your ticketed travel name matches EXACTLY your name as it appears on your passport or travel documents. Name discrepancies could result in denied boarding.

### Personal Trips

Fortive's airline discounts, travel agency discounts and online booking tools are not available for personal travel. However, Fortive hotel and rental car agreements do support personal use of our rates. Please see link below for more information on Fortive Connect for personal travel programs.

Rental car: Fortive Connect > Fortive Travel Center > Car Rental Info/Contracts [Car Rental Info](#) Hotels: Fortive Connect > Fortive Travel Center > Hotel Information [Hotel Information](#)

## Air Travel

### Lowest Logical Airfare (LLA)

The travel agency must provide itineraries showing the lowest fare available on the requested routing. If a lower fare is obtainable on a flight scheduled to depart within two (2) hours of your requested departure or arrival time (combined four hour window), the travel agency is required to offer these options for your consideration per policy. Any result chosen that is no more than \$100 (or local currency equivalent) higher than the lowest logical airfare returned will be considered within policy. For example, if the requested arrival time is 5 p.m., the booking tool or agent will review all available flights arriving between 3 and 7 p.m. If it is crucial that the associate arrive no later than 5 p.m., the agent will offer available flights arriving up to two (2) before the requested arrival time, and not offer flights arriving after 5 p.m. If the fare chosen due to time is within \$100 of the LLA returned the flight will be considered within policy. If the fare chosen is more than \$100 higher than LLA returned it will be considered out of policy and the traveler may be asked to explain the out-of-policy choice.

### Advance Ticket Purchases

All flights should be booked as early as possible to ensure that the lowest airfares are obtained. Accordingly, airline **reservations should be booked at least 14 days in advance** whenever possible. For overseas international flights, we recommend reservations be made at least 21 days in advance. Our corporate policy is for each operating company to achieve 80% or more of all tickets purchased at least 14 days in advance of departure. Typically, tickets purchased in the advance window range of 19-23 days are the most cost effective.

### Preferred Airlines

Use of preferred airlines should be given consideration when booking, however lowest logical airfare rules always applies regardless of preferred status. List of preferred airlines can be found on FortiveConnect under the Fortive Travel Center section. This list may change from time to time but all preferred travel agencies will be advised of preferred carriers.

### Non-Refundable Tickets and Saturday Night Fares

Fortive expects the use of LLA which includes using non-refundable fares whenever possible because of the savings offered. As a standard, travelers should book non-refundable fares (usually the lowest logical). The only

exception to booking non-refundable fares is for travel that is reimbursable to customers or where changes to schedules are likely or where the lower fares are sold out.

Trips which include Saturday night stays may provide significant savings, provided travel plans are scheduled at least fourteen days in advance. The Associate should ensure that there is a net savings as a result of the weekend travel. If the savings requirement is met, Associates will be reimbursed for the additional day(s) of expenses.

#### Alternate Airports

Using an alternate airport in cities serviced by multiple airports can provide significant savings. Alternate airports however, will not be used in the calculation of LLA and policy compliance.

#### Class of Service

- First class air ticket purchase is not permitted.
- Domestic and cross-border travel: Economy (coach) class ticket must be purchased.
- International flights: All international travel must be approved by the employee's L2 leaders. If the request for international travel is for an L2 leader AND/OR by any other team member and is over five (5) hours in duration, the team member must receive approval from the respective L1 before booking. Economy (coach) class or upgraded coach ticket is the approved fare for ALL international flights. With ASP President prior approval business class may be purchased by L1 employees for flights over six (6) continuous hours for one segment. Any exceptions to policy must be approved by the ASP President.

#### Non-Stop vs. Connection Flights

Non-stop routing is acceptable when economically justified and in policy with LLA returned results. Consistent with the business needs and schedule requirements, Associates are expected to accept cost effective alternatives.

#### Frequent Flyer and Other Travel Loyalty Programs

Associates may use frequent flyer or other vendor loyalty program awards for business or personal travel. Associates are responsible for monitoring their own frequent flyer and travel bonus points. Lower cost arrangements must not be declined in order to accumulate frequent flyer or travel loyalty program points. Any costs of such programs are the responsibility of the Associate.

#### Aircraft Charters

Any charter flights require Corporate EVP approval in advance of booking any charter aircraft. Any chartered aircraft must meet all government requirements for safety and insurance compliance.

#### Private/Associate-Piloted Aircraft

Private, Associate-piloted aircraft is not to be utilized for any business purpose. Associates may not transport themselves or other Associates on Company business via private aircraft.

#### Shorter distance trips

On shorter distance trips, Associates should use alternative methods of transportation, such as company car, rental car, personal vehicle or rail transportation

#### Airline Reservation Changes

Changes to existing itineraries should be avoided. Most airlines charge significant fees to make changes to existing itineraries and tickets.

Changes to accommodate early return within the same day (unless emergency situation) should not be considered for reimbursement. Only exception is when overall cost to change is a saving (expense report must detail the total cost to change versus the cost for hotel, rental car and food expenses)

#### Lost Tickets

Associates should utilize electronic tickets (e-tickets) whenever possible. Where not possible, Associates must exercise care in protecting air ticket coupons from loss, theft and destruction. Lost, stolen or destroyed ticketing remains as an outstanding charge against both the Company and the individual until the airline approves an application for refund. The Associate to whom the original ticket was issued, and not reimbursed by the Company, will pay charges incurred in obtaining a refund for a lost ticket.

#### Cancellations

When cancellation or changes are required, the traveler is responsible for cancelling/changing all airline reservations prior to the departure time. Cancellations/changes should be made through the travel agency.

#### Airline Clubs

Airline club memberships are not reimbursable expenses.

#### Upgrades

Upgradeable tickets may be upgraded at the Associate's expense only except when this policy allows the higher class of service.

#### Personal Travel

Fortive airline agreements do not apply to personal travel.

#### International Travel Visas

When traveling to an international location, associates are responsible for confirming if a travel visa is required. If a visa is required, associates should review



the country requirements, submit the appropriate paperwork, and secure the visa in advance of travel. Check Fortive Connect > Fortive Travel Center for availability of preferred visa services that may offer discounted fees.

## Rail Transportation

As a general rule, all rail travel will be booked in Economy class. Upgraded classes of rail service may be chosen in circumstances of safety or security or transit time concerns and/or when transit time is greater than four hours. In general, an upgraded ticket should not exceed \$50 (or local currency equivalent) in incremental cost over the Economy class ticket price.

## Rental Cars & Personal Vehicle Usage

There are many different modes of vehicle transportation that can be used for ground transportation while on business travel. The most economical mode of transportation should be used to minimize cost.

Car rentals and personal use of vehicles on business travel should only be used when cost effective alternatives are not practical or available. Utilize shuttle buses, taxis or share car rentals when possible. It is recommended that rental car reservations should be made through a Fortive approved travel agency, so that correct corporate rate is utilized. If the correct corporate rate is not utilized there will not be Fortive insurance coverage on the rental. Deviation from utilizing Fortive's preferred suppliers must be justified to the approving manager for reimbursement. (See Fortive Connect >Fortive Travel Center > Car Rentals for preferred car rental providers)

### Insurance

In Canada, USA, Western and Eastern Europe the Fortive rental car rate includes liability and vehicle damage insurances. Theft protection insurance is only provided in countries where required by law.

Drivers should not take out any additional insurance options in these countries. For any rental outside these countries it is recommended to take liability and vehicle damage insurance with the vehicle.

For car rentals outside the above regions it is recommended that the driver ensure they have liability and vehicle damage insurance coverage. Theft protection is not recommended unless it is required by law. These additional insurances can be very expensive so use of other means of transportation is recommended. A comprehensive list of current coverage by country is available on Fortive Connect > Travel Center, at the following link: [Insurance Information](#)

### Additional Drivers

Each car rental agency may have different rules for additional drivers regarding liability insurance and damage to the rented vehicle. If you will have an additional

driver (ASP Associate) please inquire in advance at the rental counter regarding the local rules. Rules often vary by country.

#### Class of Car

Mid-size/Intermediate or smaller cars *must* be rented as a standard practice. Larger vehicles are only to be rented when there are 3 or more Associates traveling together in one vehicle.

#### Refueling

To avoid costly refueling surcharges, associates are required to fill the gas tank before returning a rental car.

#### International

International rentals are discouraged, unless you are familiar with the language, traffic regulations, local customs, and have prior experience driving in that country.

#### Personal Use of Rental Car

ASP does not reimburse costs of or provide insurance for rental cars if they are used for personal travel. If an Associate is combining personal travel or vacation time with a business trip, they should request a separate contract for those days. The Fortive contract does not apply to Personal use. Please note that if a spouse is traveling with an Associate on a business trip, Fortive does not provide rental car insurance coverage. For leisure rentals and insurance coverage for a spouse or family member, it is strongly suggested the Associate confirm adequate coverage for rental car usage with his/her personal insurance provider. Information on personal use rental car discounts for Fortive associates can be found at: [Rental Car Info](#)

#### Driving Under the Influence

Any driver under the influence of intoxicants, drugs or any other substance known to impair driving ability is strictly prohibited from operating any vehicle.

#### Vehicle Damage and Loss

In the event of an accident or theft, follow the directions on your rental agreement. In addition, further instructions can be found on Fortive Connect. [Rental Car Info](#)

#### Personal Vehicle Usage

This section does not apply to associates who have an assigned company vehicle or who receive a vehicle allowance.

For relatively short distance business trips (90 miles or less), associates will be reimbursed at an approved rate per mile for the use of their personal

vehicle plus any applicable parking and toll charges. This mileage reimbursement covers fuel, maintenance, and operating costs for their vehicle.

Associates should have their car insured for business use in line with typical local requirements if they are utilizing their personal vehicle on company business. When using a personal vehicle on company business, the cost of accidents and repairs are not reimbursable expenses.

## Driving Safety

When driving any vehicle on company business, Associates are responsible for knowing and abiding by the following safety requirements:

- Associate must possess a valid driver's license and be in compliance with all conditions stated on the license.
- Drive in compliance with all motor vehicle traffic laws including laws related to observing posted speed limits and driving under the influence of alcohol or illegal substances.
- Use of safety restraints by all occupants while operating or riding in a vehicle. The driver is responsible for enforcing the use of safety restraints by all occupants and ensuring that all safety restraints are in good operating condition and have not been disabled or otherwise interfered with.
- Handheld mobile phone usage while driving is strictly prohibited.
- Use of mobile phone with hands-free device while operating a company vehicle must be minimized to the greatest extent and in accordance with all local regulations. It is strongly suggested that the vehicle is parked for all phone usage.
- Use of any device or personal computer to read, write, or send texts or emails while operating a company vehicle is strictly prohibited.
- Operating a vehicle while the driver's judgment or faculties are impaired due to fatigue, consumption of alcoholic beverages, use of illegal substances, and/or use of medications that can impair judgment is strictly prohibited.
- Operating motorcycles while on company business is prohibited.
- Overloading and/or overcrowding a vehicle which may result in unsafe operation or transporting more passengers than the number of safety restraint systems provided in the vehicle is prohibited.

## Lodging

Preferred hotels should be used whenever available and cost-effective. The preferred travel agency will confirm the lowest available rate, including corporate or promotional rates at your specified location, guarantee your room for late arrival and offer other recommendations if your preference is not available, or a better rate exists elsewhere in the area.

## Traveling to Other Fortive Locations

It is *each* location's responsibility to have negotiated rates with local hotels, ensuring safety and a clean environment for Fortive Associates, Customers and Suppliers. Each location shall post their preferred hotels on the Fortive Hotel directory. Please check Fortive Connect > Fortive Travel Center > Hotel Information: [Hotel Information](#) All negotiated hotel rates loaded in the hotel database must be made under Fortive name and not local company name for usage by all Fortive associates.

#### Cancellations

At many hotels, you must cancel your room reservation by 4 p.m. (local time at the destination hotel), to avoid a "no-show" fee, typically a one-night charge. Your hotel's cancellation policy will be printed on the itinerary provided by our designated on-site travel agency. Request and record a cancellation number in case of billing disputes. If you prefer, you may have the travel agency cancel for you.

#### Room Service

Room service is *not* encouraged, as it can be more expensive. Please utilize this service with discretion.

#### Laundry/Dry Cleaning

Laundry and or Dry Cleaning charges are allowable for Associates away from home for seven or more consecutive days.

#### Fitness Centers

Fees for health clubs located either in the hotel or outside of the hotel are not reimbursable.

#### In-Room Movies

Charges for in-room movies will not be reimbursed.

#### Mini-Bar/In-Room Snacks

Charges for items used from the in-room mini-bar/snacks will not be reimbursed except when it represents a reasonable meal charge and no other meal options are available. When traveling internationally and the local water source is questionable, then it is acceptable to purchase bottled water.

#### Internet Services

When traveling internationally, many times using the Hotel internet provider is the most cost effective way to connect to the internet. However, Associates should always seek the most economical method for Internet connection including free hotel lobby Wi-Fi, and nearby Fortive office Wi-Fi.

## Hotels for the USA

In the spirit of making an adjustment for hotel booking policy for ASP, we are making the following allowances to **book non-preferred hotels** in certain cases:

Scenario #1: there are no preferred hotels within a 5-mile radius of your first/last customer visit for the following day

Scenario #2: same as Scenario #1, but will have elevated flexibility for some high-cost areas including San Francisco, Chicago, Atlanta, Charlotte, New York, San Jose, Oakland, Washington DC, Seattle, Boston, LA, Anaheim, Honolulu, Boston, and Miami

*Please note, in all cases, associates are expected to book the lowest cost, safe, non-preferred property within the 5-mile radius*

Scenario #1

	Non-preferred Hotels <\$125	Non-preferred Hotels <\$175	Non-preferred Hotels <\$225
No Approval Required	X		
“SALES – Regional Sales Director Approval Required, OTHER FUNCTIONS – Manager Approval Required”		X	
SALES – Area Director Approval Required, OTHER FUNCTIONS – L1 (VP) Approval Required			X

Scenario #2 (San Francisco, Chicago, Atlanta, Charlotte, New York, San Jose, Oakland, Washington DC, Seattle, Boston, LA, Anaheim, Honolulu, Boston, and Miami).

	Non-preferred Hotels <\$175	Non-preferred Hotels <\$225	Non-preferred Hotels <\$300
No Approval Required	X		
“SALES – Regional Sales Director Approval Required, OTHER FUNCTIONS – Manager Approval Required”		X	
SALES – Area Director Approval Required, OTHER FUNCTIONS – L1			X

(VP) Approval Required			
---------------------------	--	--	--

## Meals & Entertainment

### Meals

- The actual costs of meals incurred on overnight business trips are reimbursable. You are to exercise good judgment in selecting restaurants for reasonably-priced business related meals. If expenses are picked up for other ASP employees, the most senior employee should pay for these expenses and submit it on their expense report so proper approval takes place. Original receipts for meals must be obtained and submitted with expense reports for all expenses of \$25.00 or more (or local currency equivalent).
  
- For US and Canada employees who are regularly on the road to service and meet with customers for day-long business trips, every effort should be made to independently plan/prepare your own lunch and/or dinner option. If unable to accommodate, lunch and/or dinner may be reimbursed applicable to the policy limits outlined below, pending manager approval.
  
- Meal Definitions and Reporting Requirements
  - Every effort must be made to use the Corporate Card for payment.
  - Meal limits are inclusive of meal tax, service tip, alcohol, and any hospitality activity
  - Meals in excess of the permitted limit will require justification in the Expense Reporting system when submitting the report
  - All attendees must be accurately captured against the expense claim in the Expense Reporting System
  
- Business Meals on Overnight Travel, defined as a meal for yourself (employee only, no other attendees) while traveling overnight on business.
  - Breakfast ≤ \$25.00/meal
  - Lunch ≤ \$35.00/meal
  - Dinner ≤ \$65.00/meal
  - Snack < \$15.00/day
  
- Business Meals and Meetings (Customers that are Non-HCP/Non ASP Employees in Attendance). This expense category is utilized when there are attendees that are not Healthcare Professionals (HCP) and not ASP Employees for a business meal
  - Breakfast ≤ \$35.00/person
  - Lunch ≤ \$50.00/person

- Dinner ≤ \$100.00/person
- The amount of the expenditure must be supported by appropriate itemized receipts as described below
  - o The time (breakfast, lunch and dinner), date, and place (restaurant and city) where the expenditure was incurred.
  - o The name, company and title of all individuals who participated in the business meal and discussion.
  - o The nature and reason for the business discussion. In the case of a business meal that precedes or follows a substantial business discussion, please indicate how the expense was associated with the active conduct of business.

#### Entertainment Expenses

Meals and entertainment expenses for business related activities must be presented via the Associate's expense report. These expenses must be in compliance with Fortive's Gift and Entertainment Policy.

#### Personal Entertainment

Personal entertainment while on business travel is not a reimbursable expense.

#### Taxis, Airport Limousines

The cost of using taxis and reasonably-priced airport limousines, including customary tips, is reimbursable.

#### Airport Parking

Make every attempt to minimize airport parking costs. Off-airport and long-term parking should be considered over more costly alternatives such as deck and short-term parking. Fortive has also negotiated discounts with off-airport parking locations in the U.S. Information can be found at:

Fortive Connect > Fortive Travel Center [Airline/Airport Info](#)

#### Phone Calls

Associates will be reimbursed for the cost of reasonable and necessary personal phone calls made while out-of-town however; good judgment should be exercised as to the number and length of such calls. Also, in-room phone charges at hotels can be avoided by using free call numbers associated with phone callingcards.

The following telephone charges are reimbursable:

- All business-related phone calls.
- One call, of reasonable length, to the Associate's home, per day.

Frequent travelers may obtain a calling card through their local operating company.

#### Tips and Gratuities

Tipping should be consistent with the type of establishment and level of service received. It is the Associate's responsibility to tip according to the social practice of the country where they are traveling. When traveling internationally, be aware of the local customs for tipping. Tips considered excessive (in excess of 20%) may be subject to non- reimbursement.

## Relocation

This policy does not apply to Associate relocation. Please contact your Human Resources representative for information about relocation and associated travel.