

Central Services

# Global Travel Policy

## Document info

Author Bruno Ivanoff  
Document Subject  
Created 12/20/2021

## Document history

| Version | Date     | Author        | Changes | Status                                              |
|---------|----------|---------------|---------|-----------------------------------------------------|
| 3       | 4/1/2024 | Bruno Ivanoff |         | Approved EC<br>Dec. 2021<br>Jan. 2023<br>April 2024 |

## Introduction

When employees travel for company-related purposes, it is the company's responsibility to provide safe and reliable travel arrangements. This company travel policy serves to clarify the conditions and parameters of a company-paid trip and how an employee is reimbursed for related expenses. Cost reduction and the implied travel options and restrictions must not lead to potential security and health risks for the traveler. This policy provides a general framework and country specific appendixes list additional local requirements.

Travel is important and necessary to business, and it is crucial that we take responsibility for the environmental impact of travelling. Keeping travel to the minimum is the best way to reducing carbon emissions and it is important that we consider alternative tools and technologies to minimize our carbon footprint.

This policy is valid from April 1<sup>st</sup>, 2024, for all Comet locations.

Meike Boekelmann  
CHRO

Olivier Postel  
VP Global Operational Excellence

Bruno Ivanoff  
Global Strategic Supply Chain Director

Meike Boekelmann Olivier Postel  
Meike Boekelmann (Apr 8, 2024 14:20 GMT+2) Olivier Postel (Apr 3, 2024 15:32 GMT+2)

*Bruno Ivanoff*

## Contents

|      |                                                                                        |    |
|------|----------------------------------------------------------------------------------------|----|
|      | Introduction .....                                                                     | 1  |
| 1.   | Principles & Purpose .....                                                             | 3  |
| 2.   | Applicability .....                                                                    | 3  |
| 3.   | General Guidelines to be followed in the Policy .....                                  | 3  |
| 4.   | Insurance .....                                                                        | 4  |
| 5.   | Air Transportation .....                                                               | 4  |
| 6.   | Ground Transportation .....                                                            | 5  |
| 7.   | Hotel .....                                                                            | 7  |
| 8.   | Meal Expenses.....                                                                     | 8  |
| 9.   | Telecommunications .....                                                               | 8  |
| 10.  | Business Meeting Expenses.....                                                         | 9  |
| 11.  | Entertainment Expenses .....                                                           | 9  |
| 12.  | Travel Expense Reporting .....                                                         | 10 |
| 13.  | Business Gifts, Gratuities .....                                                       | 11 |
| 14.  | Miscellaneous Expenses .....                                                           | 11 |
| 15.  | Taxable Travel and Entertainment Expenses.....                                         | 12 |
| 16.  | Revision of the policy .....                                                           | 13 |
| 17.  | Appendix – China (employees employed by the Chinese legal entity) .....                | 14 |
| 18.  | Appendix – Germany (employees employed by the German legal entity) .....               | 15 |
| 19.  | Appendix – Japan (employees employed by the Japanese legal entity) .....               | 25 |
| 20.  | Appendix – Korea (employees employed by the Korean legal entity).....                  | 29 |
| 20.5 | Customer entertainment expenses .....                                                  | 31 |
| 21.  | Appendix – Malaysia (employees employed by the Malaysia legal entity) .....            | 32 |
| 22.  | Appendix – Switzerland (employees employed by the Swiss legal entity) .....            | 34 |
| 23.  | Appendix – Taiwan (employees employed by the Taiwanese legal entity).....              | 35 |
| 24.  | Appendix – US and Canada (employees employed by the US or Canadian legal entity) ..... | 37 |

## **1. Principles & Purpose**

Business travel expenditures should be made on sound business needs. Traveling in the interest of the company should not result in financial disadvantages for the employee, nor should it lead to undue benefits for the employee. Strict compliance with the policy is essential to control travel expenses and to achieve cost savings from pooling demand and using travel providers selected by the Comet Group.

Employees are expected to be conservative in their spending and authorizing managers and team leaders are expected to be diligent in their review. An employee traveling on company business is expected to exercise the same care in incurring expenses as a prudent individual traveling for personal reasons.

This policy provides guidance but does not provide a comprehensive list of all situations that may give rise to legitimate business expenses. Each employee and supervisor must use his/her professional judgment when determining reasonable business expenses.

Non-adherence with policy while on business travel for company's business include stringent disciplinary action which may even lead to termination.

## **2. Applicability**

Prior to making business travel and meeting arrangements employees and their supervisors must consider the use of collaboration tools such as teleconferencing, video teleconferencing, and online meetings as an efficient and cost-effective alternative to traveling.

This policy applies to all employees within the Comet Group. In certain cases, where local regulations require adaptation to this policy, the country specific appendixes in this travel policy will prevail. Any other deviations from this policy must be approved by the CFO.

## **3. General Guidelines to be followed in the Policy**

### **3.1 Pre-Authorization of Expenses**

Business related travel, meetings, entertainment, and miscellaneous expenses must be planned so that the costs will not exceed budgetary limitations. This includes annual travel budgets by department or by individuals.

**Employees must seek manager approval prior to making business travel, meeting, and entertainment arrangements.**

### **3.2 Responsibilities**

Employees are responsible for:

- Judging if a reduction of travel time justifies higher rates of travel costs.
- Not seeking reimbursement for expenses incurred on behalf of other employees, contractors or consultants unless travelling together. Minor expenses can be paid for other employees, contractors or consultants for the simplicity of the expense report.

- Having the most senior employee present for the respective legal entity expense the costs. Detailed receipts showing specific food and drink items included in the group meal are required to support the travel expense statement.
- Maintaining auditable records.

Finance and HR are responsible for:

- Reviewing travel expense statements for accuracy and compliance to applicable local entities laws and regulations.
- Establishing accounting controls.
- Processing reimbursement.

## **4. Insurance**

In addition to any existing personal or mandatory health or accident insurance, all employees are covered by a supplemental travel insurance. This corporate travel insurance provided by ERV provides additional insurance for emergencies, medical or hospital expenses, as well as delayed or cancelled flight costs while on a business trip. The ERV insurance can also be used for any proof of insurance required for visa requirements. In an emergency, please refer the website, [www.medicall.ch](http://www.medicall.ch) 24 hours a day or use the following emergency contact numbers: +41 848 406 406 or 011 41 848 406 406 (from Canada / USA).

All accidents need to be reported. In case of sickness or death, transport back to home is provided by the company during a business trip.

## **5. Air Transportation**

### **5.1 Introduction**

Employees are expected to take the best cost airfare while travelling. The undermentioned guidelines are to be followed while travelling by air.

To get the best possible airfare, it is required to book all air travel tickets as soon as the trip is approved and at least 2 weeks before departure. Exceptions to the 14-day advance purchase must be approved by the manager.

It is mandatory to book through American Express Global Business Travel ideally with the online booking tool (OBT) or via telephone as it provides savings in both domestic and international travel. The benefits both for the company and employee lies with the fact that it will book a ticket with the lowest logical fare available with the air carrier. Using the corporate travel agency also allows the company to support all employees in case of emergencies.

Restrictions and penalties on discounted fares vary by carrier, fare type and destination. If any part of the trip is cancelled or changed, the traveler should immediately cancel or change the reservation using the same method it was originally booked and should then expense the ticket so that the charge is paid. A non-refundable ticket may be applied to future travel, based on airline restrictions and service fees. In most cases, the ticket must be reissued prior to the original travel dates to capture any residual value. Nonrefundable tickets are expensed to their original cost.

## 5.2 Class to be chosen

For flight durations of not more than 6 hours economy class must be booked. For flight duration of over 6 hours, economy plus may be booked. Flight duration is defined as **one** flight segment.

| Flight duration | Booking class |
|-----------------|---------------|
| < 6 hours       | Economy       |
| > 6 hours       | Economy Plus  |

All employees are expected to fly according to above table, certain exceptions are allowed but must be signed off by the Division President or the CFO. Alternate seating is authorized for employees with medically necessary conditions and must be approved by the division president or CFO.

Members of the Executive Committee may fly business class for air-travel extending over 6 hours (one flight segment).

Baggage fee will be reimbursed if not already included in the ticket.

## 6. Ground Transportation

Employees should make every effort to use public transportation including rail, hotel shuttles, or taxis prior to renting or using a car while on business travel.

### 6.1 Train

Trains and other forms of public transport are the preferred methods of travel for trips within a country. Rail travel can be booked by the travel agency, online booking tool or directly on the rails company's on-line services. First-class tickets can be booked for train travel over 2 hours. Tickets booked on the railroad web site can be claimed on the regular travel expenses form. Exceptions can be approved by the manager.

### 6.2 Car Rental

The corporate travel agency or online booking tool should be used for all car rental bookings. The car can be rented when there are no other means of transportation available, it is either more costly or impractical.

The booking class should be a compact or similar for short distances within cities or up to 200Km / 120 Miles. For longer distances of more than 200 km / 120 Miles or for short rentals with more than 3 persons, a mid-size car can be booked. If possible, an electric car should be used to minimize the Co2 footprint.

Rental cars should be returned with a full gas tank, wherever possible, to avoid costly refueling and surcharges. Rental cars should be returned to the original pick-up location to avoid expensive drop off fees.

When renting vehicles for official business trips the employee should check that both the Loss Damage Waiver (LDW) and the Collision Damage Waiver (CDW) coverage options are included. These provisions protect the employee against financial loss due to theft or damage of the rented vehicle. Commonly the

LDW/CDW provision have standard deductibles - optional insurance to reduce these deductibles to zero should NOT be taken.

Employees involved in an accident while driving on Company business in a rental vehicle must report the accident immediately to the car company rental location and complete an accident report. The car rental location phone number is generally provided on the rental agreement. A police report is also recommended and is required if a third party is involved.

### **6.3 Taxi**

In case of travelling to an international location, as a guide, expense for taxi must not be more than the cost of a car rental.

Generally, the use of a taxi is not encouraged as other services which are more economical are available. In most of the cases, public transport must be used. Taxes are allowed for any local trips involving heavy baggage or late at night due to safety concerns.

### **6.4 Private car / company pool cars / ride share.**

Company pool cars (company owned vehicles available to employees) or other transportation sharing methods should be used as a priority and are reimbursable. If not available, private cars can be used for short journeys not exceeding 200km (120 miles) per day. Millage reimbursement is made as per each country local allowances.

The use of personal vehicle for business travel, including parking fees and tolls, is reimbursable to the employee under the following condition: the maximum mileage reimbursement is limited to the alternative cost of the trip had it been traveled by air or at the lowest fare economy ticket or by rental car in the appropriate rental car size. The costs incurred while using a private vehicle will only be refunded if the person using the personal vehicle makes substantial savings in time or costs, or if transportation other than via personal vehicle is unreasonable due to schedule, excessive luggage, or any other reasonable factor as approved by the manager in advance of the business trip.

Mileage for commuting from home to the regular office cannot be reimbursed, however if an outside sales employee normally works from an office in their home, the outside sales employee may expense mileage to travel from their home office to workplaces associated with their employment using the local country km/mile rates.

Use of a personal vehicle for business travel is reimbursed to the employee subject to the following constraints:

- a. If the travel is on a normal workday and originates from the plant / office, the employee will be reimbursed for the distance from the plant / office to and from the airport.
- b. If the travel is on a normal workday and originates from the employee's home, the mileage being reimbursed should be submitted at the lesser of the two, i.e., home or plant/office, places of origination. For purposes of clarification, the employee should submit mileage for only the number of miles/ km more than their daily commute.

c. If the travel is on a weekend, the employee will be reimbursed for the mileage between their home and the airport. This includes travel to and from an airport, train depot, bus depot, or rental car station when additional business travel by plane, train, bus or rented car is involved.

d. If the travel is between Comet plant / office or to a non-Comet location, the employee will be reimbursed for the mileage between the plant / office and their destination.

Employees are expected to operate cars in accordance with the laws in which the employees are traveling, and any violations and related consequences (e.g., fines) are the employee's responsibilities.

Motorcycles or motor scooters may not be used for business trips.

## 7. Hotel

The corporate travel agency or online booking tool should be used for all hotel bookings. Comet preferred hotels may include amenities such as free breakfast, internet access, and / or parking, which will help reduce overall travel costs. In general, employees should book mid-range hotel accommodations (e.g., 3-4 stars in Europe), and avoid very low quality as well as luxury options. Hotels with agreed rates near Comet locations are included in the online booking tool and should be used if possible.

Where no preferred hotel is available within reasonable proximity to the destination, a non-preferred hotel should be booked on the corporate online booking tool.

If the following conditions apply and are supported with appropriate documentation, exceptions to the procedure are allowed:

- Traveling with customer, supplier or an external service provider.
- Attending a trade fair, conference, seminar or Company sponsored event in which a hotel has been designated.

In case there is a change in schedule, the cancellation of the reservation made will be done by referring to the hotel policy on cancellation. Employees are responsible for "no-show" charges when hotels are not cancelled within required timeframes. When canceling hotels, employees should record the cancellation number provided. Changes and cancellations to hotels should be processed through the original reservation method.

The price of a hotel room should follow the following guideline:

| Region        | Expense range    |
|---------------|------------------|
| Europe        | CHF / €80 - €150 |
| North America | \$150- \$250     |
| Asia          | \$150- \$250     |

The traveler is requested to apply in a reasonable manor.

The company will reimburse necessary laundry charges if stay in the location is for business purpose and is more than 7 days but should be kept to a maximum of CHF / € / \$ 10 – 15 per day.

If the employee chooses to forego the hotel accommodation and lodge with family or friends, the employee may expense a one-time host gift up to \$/€/CHF 80.00. Local tax regulations may apply in countries, please check in the country appendix.

## 8. Meal Expenses

The company policy states that expenditure occurred on meals (breakfast, lunch or dinner) will be reimbursed while the employee is on business travel.

Country daily allowances are regulated by local tax regulations. In case food bills are claimed including entertainment the daily allowance will be reduced. If not using the daily allowance, the actual invoice value (effective cost) is to be claimed as an expense as follows:

Below guideline is for meals expensed (effective costs) not using the daily allowance:

|                  |                                                |
|------------------|------------------------------------------------|
| <b>Breakfast</b> | CHF / € / \$ 15 (if not included in room rate) |
| <b>Lunch</b>     | CHF / € / \$ 30                                |
| <b>Dinner</b>    | CHF / € / \$ 40                                |

The maximum cost per day for meals should not exceed CHF / € / \$ 85.

Above is guideline only and travelers are requested to apply in a reasonable manner.

Every 24 hours from the scheduled departure will be counted as a day. Meal expenses are reimbursable whenever the company business travel demand stays for overnight.

Gratuity (tips) costs should be included on the invoice.

## 9. Telecommunications

Employees must consider the most cost-effective means of telecommunications while on travel, or away from their work location. The company will reimburse calls made for business purpose while travelling. The calls made for the business purpose on a private phone must be marked clearly in the expense report.

The company also encourages the employee to be in touch with the family to maintain communication and will reimburse reasonable personal calls made by the employee.

Employee telecommunication reimbursement for use of personal phone or internet for business purposes while on business related travel may be expensed; however, discretion should be taken to limit business use on personal mobile phones while roaming. Employees should first request if a company phone is available. If no other business alternative exists, employees are permitted to expense up to \$/€/CHF40.00

for an international package on their personal phone, or as approved by their manager. It is the employee's responsibility to de-activate or activate this service from their phone.

Employee telecommunication reimbursement for use of personal phone or internet for business purposes for employees who are not on business related travel is only authorized in exceptional cases and must be approved by their manager.

## **10. Business Meeting Expenses**

Business meeting expenses are the costs associated with hosting a business meeting and can include room charges, meals, stationery, and other materials necessary for the execution of a business meeting.

Business meeting expense reports must include the business purpose for the meeting and a detailed list of attendees, including employees and non-employees.

## **11. Entertainment Expenses**

Business entertainment expenses include costs incurred related to activities where the primary purpose involves relaxation, amusement, or other social and business purposes.

Types of business entertainment expenses include restaurant meals, theater, sporting events, and convention hospitality suites.

Regarding business meals (external), the following individuals can approve:

- Division Presidents, Country General Managers
- Vice presidents and members of the Extended Executive Committee
- Employees with contact to suppliers, customers, by arrangement with their supervisor

Must follow supervisor approval signature as per expense report process.

Invitations to Comet employees (internal) where no one from outside the company is present do not count as entertainment expenses and cannot be reimbursed. If there are good grounds, exceptions can be made by arrangement with a supervisor and must be approved.

In most cases, the most senior member present for the respective legal entity is responsible for expensing the cost. Any country specific allowances must be followed.

The entertainment receipt must contain the following details:

- Original invoice with details of the occasion
- Names of all people present

Entertainment expenses are in most cases not permitted with government officials. Local regulations must be observed.

Adult entertainment is not permissible under any condition. All entertainment expenses must also follow the Code of Conduct.

## **12. Travel Expense Reporting**

### **12.1 Expense Reporting**

Business travel expenses include the costs of lodging, meals, transportation and incidental expenses (e.g., tips, reasonable business-related phone costs, baggage fees), conference and convention fees incurred by employees who are eligible for business travel reimbursement.

Employees must present and retain itemized receipts for all expenses incurred. Employees will only be reimbursed for expenses with adequate back-up. Credit card statements are not considered adequate back-up. In certain cases when receipts are not provided by a vendor and the employee does not have a suitable back-up, the employee may record miscellaneous expenses up to \$/€/CHF 10.00 per expense report to account for items such as tips. If no suitable documentation is available due to loss of the receipt, exceptions can be made in limited instances.

Employee expense reports must be approved by the employee's supervisor (functional manager). If the employee's supervisor (functional manager) is employed in another country, the relevant on-site business leader can approve the expense report. Additional signatures may be required by local rules. Peer or subordinate approvals of expense reports are not acceptable and will not be reimbursed until the proper approval is obtained.

Expense reports must be submitted ideally within 30 days but a maximum of 90 days after the last business expense but within the fiscal year. If available, the on-line expense tool must be used. Employees who are tardy with expense report submittal risk not receiving reimbursement.

Travel expenses are all costs incurred directly in connection with a business trip.  
In exceptional cases, advances may be made to an employee with prior approval of the CFO.

Employees are not entitled to reimbursements of travel expenses for the following:

- Minibar or in-room entertainment
- gift cards to employees
- airline club admittance, memberships and upgrades
- mileage associated with commuting.
- recreational activities fees (i.e., tennis court fees, golf course fees, sporting equipment rental fees)
- haircutting or makeup purchases
- books, newspaper and magazines fees
- souvenir purchases
- shoeshine
- alcoholic beverages (other than those appropriately consumed as meals or as part of business entertainment)
- gum, candy, cigarettes
- expense incurred due to flight changes, which are requested by the traveler for personal convenience.

## **12.2 Credit cards & Foreign Exchange Conversion**

In case the employee's credit card institute charges an international fee, the employee can claim the effective costs by providing the credit card statement. Money exchange receipts can also be used for the conversion or the daily or monthly published company exchange rate. Any fees from the currency exchange will be paid by the Company.

For other foreign currencies, please use the Swiss Francs (CHF) as the base currency for currency conversion. The monthly rate issued by Comet finance is to be used.

## **12.3 Non-taxable Travel Expenses**

Reimbursement of business-related travel expenses generally do not result in taxable income to the employee. For an expense to be considered business related, it must meet the following criteria:

- Be incurred while away from the employee's "tax home". An individual's "tax home" is generally considered to be located at the individual's regular or principal (if more than one regular) place of business. An individual shall not be treated as being temporarily away from their "tax home" during any period of employment that exceeds one (1) year.
- Be incurred while carrying out a trade or business, and not personal in nature.
- Be "ordinary and necessary", i.e., not lavish or extravagant under the circumstances.
- Examples of normal business travel expenses include transportation to and from meetings or other temporary business assignments away from the primary office location, including airfare, lodging, meals, parking, tips, taxi, car rental, local travel, etc. Seminar fees and other incidental expenses would also be included in this category.

Expense not explicitly discussed in this travel policy will be scrutinized and escalated to the Division Presidents for approval.

## **13. Business Gifts, Gratuities**

Are not covered in this policy and are not reimbursable through travel expenses. See also Code of Conduct.

## **14. Miscellaneous Expenses**

Any kind of travel expenses occurring from a personal guest not related to the business trip or family member will not be reimbursable. Spouse/ guests can share the accommodation as long as there is no additional cost to the company.

Candidate travel is reimbursable and should follow the same guidelines as outlined for employee business travel. Applicant travel must be facilitated and expensed by HR.

Extending a trip for personal reasons is acceptable but only by prior arrangement with the manager. All incremental cost increases over and above the cost of the business trip are the responsibility of the employee.

Personal travel and a Saturday night stay over may be combined with business travel if there is no net cost difference under the travel plans and the trip routing is essentially the same as it would be for pure business travel. Reimbursement for the lodging, meals, and incidentals portion will be equal to or less

than the allowable per diem rate for the locality where the business expenditure is incurred. This does not apply to multi-week trips requiring a Saturday night stay-over.

#### Non-Employee Travel

Spousal, significant other, and/or dependent travel related to relocation is not governed by this policy.

All spousal and dependent travel expenses that are approved for reimbursement are taxable to the employee. Spousal travel at Comet's expense must have prior written approvals by:

a. Domestic and International travel must be approved by the division president, the CFO or the country managers and in the case of the Executive Committee, the CEO.

If domestic spouse / guest travel is in conjunction with the employee receiving an award or achievement, it may be approved by the division president, CFO or country manager.

b. Spousal or dependent travel covered by specific policies, a memorandum of understanding (MOU), or a relocation agreement will be reimbursed in accordance with the terms of those documents.

To ensure proper tax reporting, spousal and dependent travel expenses are submitted on an expense statement that is separate from the employee's expense statement. The phrase "spousal and dependent travel" should appear in the area designating the purpose of the trip, as should the actual explanation for the purpose of the expenditure and the name of the authorized approver of the reimbursement. In addition, the written approval should be attached to the expense statement when submitted for processing.

Consultant / Subcontractor / Contract Labor Travel must meet the requirements for enrollment into Comet's online booking tools or travel agency before being eligible to make business travel reservations under the provisions of this policy.

Consultant / Subcontractor / Contract Labor individuals must use their own personal form of payment. Comet will not be responsible for any non-business-related personal expenses.

Consultant / Subcontractor / Contract Labor individuals do not include Customers. Any travel by Customers must be in accordance with Comet's gift policy, "Offering and Accepting Business Courtesies Gifts and Other Gratuities."

## 15. Taxable Travel and Entertainment Expenses

In addition to spousal / dependent travel described in this policy, expense reimbursements and other payments to employees in the categories listed below are reported as additional taxable income:

- Reimbursement for travel to and from and associated living expenses at the employee's regular job location or any other job location where the assignment does or is expected to exceed twelve (12) months.
- Most costs associated with relocation.
- Cash equivalent awards / prizes, regardless of the monetary value.
- Non-cash equivalent gifts / certificates with a value more than \$/€/CHF 100.
- Reimbursement for any other personal or family expenditure.

## **16. Revision of the policy**

The company reserves the right to revise, modify any or all clauses of this policy depending upon the demand of business.

## APPENDIXES

### 17. Appendix – China (employees employed by the Chinese legal entity)

#### 17.1 Meals

For domestic business travel, employees are to get travel allowance of RMB200 per day over 8 hours, including self-meals and misc. fee.

For international business travel, employees can be reimbursed for self-meals, including tax and tip. All meals are reimbursed based on receipts. There is no per-diem meal allowance. A suggested maximum amount for meals shall not be more than \$85 per day.

#### 17.2 Entertainment

Employees entertaining customers may pay for customer meal expenses when appropriate.

Entertainment meal allowances per person:

|            |                                                  |
|------------|--------------------------------------------------|
| Breakfast: | up to RMB100                                     |
| Lunch:     | up to RMB200                                     |
| Dinner:    | up to RMB400 (including all alcohol consumption) |

Alcohol and entertainment: - expensive wines can inflate the cost of meals and entertainment. When it may be appropriate to include bottled wine with dinner when entertaining, the allowance limit for wine is RMB700 per bottle. Consumption guideline for wine is 1 bottle for every three persons.

#### 17.3 Group dinners

For employee entertainment at group dinners for sales meetings, staff meetings and/or group travel, refer to the following allowance standards:

|         |                                                                  |
|---------|------------------------------------------------------------------|
| Lunch:  | up to RMB100 (alcohol is not permitted at employee-only lunches) |
| Dinner: | up to RMB250 (including all alcohol consumption)                 |

Group dinners must be attended by or approved by a member of the Comet China management team.

Budget for special events, such as business celebrations, or social gatherings shall be arranged in advance.

## **18 Appendix – Germany (employees employed by the German legal entity)**

### **18.1 Visa & A1 Insurance Requirements**

Due to data protection regulations regarding the processing of personal data, Visa applications must be organized by the travelling person themselves. This also refers to the application for entry permit (ESTA) in the US. The costs need to be covered by the travelling person themselves and can be reimbursed through Travel Expense Reporting.

A1 form:

The A1 form is mandatory for employees to travel from Germany to the EU, EEA and Switzerland as a proof of the employee being insured through a German social insurance. Since the 01.01.2019 the digital application and certification procedure has become mandatory for all employers.

The necessity of an application for the A1 form needs to be included in the travel request by the travelling person themselves.

### **18.2 Train**

For employees who travel on a frequent bases and predominantly more than 2 hours per trip (see also chapter 6.1), a Bahn card 50 1st class is paid for by the company. The Bahn card needs to be approved by the manager. It will only be paid if frequent travelling is relevant. Before the Bahn card will be ordered the traveler is obliged to give a written estimate about trips expected. The estimate is relevant for income tax reasons.

### **18.3 Car collision damage insurance on business trips**

Collision damage insurance is provided by the company during business travel. This covers the private risk of damage to the employee's vehicle, provided that the act was not grossly negligent or even willful. In the case of normal or moderate negligence, the damage can be divided between the employer and the employee. The sum insured depends on the condition of the vehicle; the replacement value is usually reimbursed. Comet has no influence on the insurance sum to be paid. If you have any questions, Comet will contact the broker. The regulation must be clarified with the insurance before the repair.

Damage covered by a third-party, fire, and theft policy (Teilkasko) should be claimed on the employee's insurance. In such cases, the employer can reimburse the deductible paid up to a maximum of €150.

Damage to third-party vehicles should be claimed on the employee's insurance. The per-kilometer allowance paid includes compensation for the employee potentially being placed in a higher-risk insurance category following any such claim. No further claims may be made against the employer in this regard.

### **18.4 Food expenditures & Daily Allowances**

**In Germany:** One-day, off-site activities where no overnight stay is required, and the employee is away from home and his/her primary place of work for more than eight hours are reimbursed with a standard, tax-free allowance of €14. Employees receive a standard, tax-free allowance of €28 from the company for calendar days on which they are engaged in business activities away from their home and primary place of work and are therefore absent from home for 24 hours. Each day spent traveling as part of a business trip involving several days away from home with overnight accommodation is reimbursed with a standard, tax-free allowance of €14 by the company. No checks are performed to verify a minimum period away.

**Abroad:** Different standard allowances apply for each country. 120% of the relevant amount is reimbursed by the company if the employee is away from home for 24 hours. 80% of the daily allowance for foreign trips is reimbursed by the company for days spent traveling and for one-day, off-site activities where the employee is away for at least eight hours. The legal basis for these lump sums applicable abroad is Section 9 (4a) Clause 3 and 5 EStG. The flat rates are based on the daily allowance abroad, which is specified in the Federal Travel Expenses Act (BRKG) for the respective country; they are determined by the Federal Ministry of Finance. The lump sums listed in the appendix are the values that result from the application of the 120% / 80% rule. As regards the time spent traveling to and from off-site business activities abroad – which often extends overnight or spans several days – a day counts as traveling time if the employee spends the night away from home immediately after his/her arrival or prior to his/her departure.

**Reductions to standard food allowances:** The employee's daily standard allowance is cut by 20% per breakfast and 40% each per lunch or dinner. This applies to attendance at congresses, conferences, training courses, and airplane meals, etc. where the company or another entity is paying for both accommodation and food. The relevant amount is also deducted when the employee takes part in a business meal with third parties. If breakfast is listed on the invoice, the cost is paid for trips in Germany and abroad, and the standard food allowance is reduced accordingly. The cost of other meals for which invoices are provided will not be reimbursed.

Invitations to Comet employees where no one from outside the company is present do not count as entertainment expenses and cannot be reimbursed. If there are good grounds, exceptions can be made by arrangement with a supervisor and must be approved. For reasons of tax law, a limit of €60 must not be exceeded. Otherwise, the amount must be categorized as income from employment and taxed as a non-cash benefit.

#### **Current Standard Allowances for Additional Expenditure: Germany 2023/2024:**

Standard Allowances within Germany:

| Gültigkeitsdauer | Abwesenheitsdauer     | Verpflegungsmehraufwand |
|------------------|-----------------------|-------------------------|
| bis heute        | ab 24 Stunden         | 28,00 Euro              |
|                  | über 8 bis 24 Stunden | 14,00 Euro              |

Per kilometer allowances € 0.30/km

Private accommodation allowance: € 20.00

# Abroad 2024:

| Land                    | Pauschbeträge für<br>Verpflegungsmehr-<br>aufwendungen                                      |                                                                                                                                 | Pauschbetrag<br>für Übernachtungskosten |
|-------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
|                         | bei einer<br>Abwesen-<br>heitsdauer<br>von<br>mindestens<br>24 Stunden<br>je<br>Kalendertag | für den An-<br>und<br>Abreisetag<br>sowie bei<br>einer<br>Abwesen-<br>heitsdauer<br>von mehr als<br>8 Stunden je<br>Kalendertag |                                         |
|                         | €                                                                                           | €                                                                                                                               | €                                       |
| Afghanistan             | 30                                                                                          | 20                                                                                                                              | 95                                      |
| Ägypten                 | <b>50</b>                                                                                   | <b>33</b>                                                                                                                       | <b>112</b>                              |
| Äthiopien               | 39                                                                                          | 26                                                                                                                              | 130                                     |
| Äquatorialguinea        | 36                                                                                          | 24                                                                                                                              | 166                                     |
| Albanien                | 27                                                                                          | 18                                                                                                                              | 112                                     |
| Algerien                | <b>47</b>                                                                                   | <b>32</b>                                                                                                                       | <b>120</b>                              |
| Andorra                 | 41                                                                                          | 28                                                                                                                              | 91                                      |
| Angola                  | 52                                                                                          | 35                                                                                                                              | 299                                     |
| Argentinien             | 35                                                                                          | 24                                                                                                                              | 113                                     |
| Armenien                | 24                                                                                          | 16                                                                                                                              | 59                                      |
| Aserbaidshjan           | <b>44</b>                                                                                   | <b>29</b>                                                                                                                       | <b>88</b>                               |
| Australien              |                                                                                             |                                                                                                                                 |                                         |
| – Canberra              | 51                                                                                          | 34                                                                                                                              | 158                                     |
| – Sydney                | 68                                                                                          | 45                                                                                                                              | 184                                     |
| – im Übrigen            | 51                                                                                          | 34                                                                                                                              | 158                                     |
| Bahrain                 | <b>48</b>                                                                                   | <b>32</b>                                                                                                                       | <b>153</b>                              |
| Bangladesch             | 50                                                                                          | 33                                                                                                                              | 165                                     |
| Barbados                | 52                                                                                          | 35                                                                                                                              | 165                                     |
| Belgien                 | <b>59</b>                                                                                   | <b>40</b>                                                                                                                       | <b>141</b>                              |
| Benin                   | 52                                                                                          | 35                                                                                                                              | 115                                     |
| Bolivien                | <b>46</b>                                                                                   | <b>31</b>                                                                                                                       | <b>108</b>                              |
| Bosnien und Herzegowina | 23                                                                                          | 16                                                                                                                              | 75                                      |
| Botsuana                | 46                                                                                          | 31                                                                                                                              | 176                                     |
| Brasilien               |                                                                                             |                                                                                                                                 |                                         |
| – Brasília              | 57                                                                                          | 38                                                                                                                              | 127                                     |
| – Rio de Janeiro        | 57                                                                                          | 38                                                                                                                              | 145                                     |
| – Sao Paulo             | 53                                                                                          | 36                                                                                                                              | 132                                     |
| – im Übrigen            | 51                                                                                          | 34                                                                                                                              | 84                                      |
| Brunei                  | 52                                                                                          | 35                                                                                                                              | 106                                     |
| Bulgarien               | 22                                                                                          | 15                                                                                                                              | 115                                     |
| Burkina Faso            | 38                                                                                          | 25                                                                                                                              | 174                                     |
| Burundi                 | 36                                                                                          | 24                                                                                                                              | 138                                     |
| Chile                   | 44                                                                                          | 29                                                                                                                              | 154                                     |
| China                   |                                                                                             |                                                                                                                                 |                                         |
| – Chengdu               | 41                                                                                          | 28                                                                                                                              | 131                                     |

| Land                                               | Pauschbeträge für<br>Verpflegungsmehr-<br>aufwendungen                                      |                                                                                                                                 | Pauschbetrag<br>für Übernachtungs-<br>kosten |
|----------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
|                                                    | bei einer<br>Abwesen-<br>heitsdauer<br>von<br>mindestens<br>24 Stunden<br>je<br>Kalendertag | für den An-<br>und<br>Abreisetag<br>sowie bei<br>einer<br>Abwesen-<br>heitsdauer<br>von mehr als<br>8 Stunden je<br>Kalendertag |                                              |
|                                                    | €                                                                                           | €                                                                                                                               | €                                            |
| – Hongkong                                         | 74                                                                                          | 49                                                                                                                              | 145                                          |
| – Kanton                                           | 36                                                                                          | 24                                                                                                                              | 150                                          |
| – Peking                                           | 30                                                                                          | 20                                                                                                                              | 185                                          |
| – Shanghai                                         | 58                                                                                          | 39                                                                                                                              | 217                                          |
| – im Übrigen                                       | 48                                                                                          | 32                                                                                                                              | 112                                          |
| Costa Rica                                         | 47                                                                                          | 32                                                                                                                              | 93                                           |
| Côte d'Ivoire                                      | 59                                                                                          | 40                                                                                                                              | 166                                          |
| Dänemark                                           | <b>75</b>                                                                                   | <b>50</b>                                                                                                                       | <b>183</b>                                   |
| Dominikanische Republik                            | 45                                                                                          | 30                                                                                                                              | 147                                          |
| Dschibuti                                          | 65                                                                                          | 44                                                                                                                              | 305                                          |
| Ecuador                                            | <b>27</b>                                                                                   | <b>18</b>                                                                                                                       | <b>103</b>                                   |
| El Salvador                                        | <b>65</b>                                                                                   | <b>44</b>                                                                                                                       | <b>161</b>                                   |
| Eritrea                                            | 50                                                                                          | 33                                                                                                                              | 91                                           |
| Estland                                            | 29                                                                                          | 20                                                                                                                              | 85                                           |
| Fidschi                                            | 34                                                                                          | 23                                                                                                                              | 69                                           |
| Finnland                                           | 50                                                                                          | 33                                                                                                                              | 136                                          |
| Frankreich                                         |                                                                                             |                                                                                                                                 |                                              |
| – Paris sowie die<br>Departments 77, 78, 91 bis 95 | 58                                                                                          | 39                                                                                                                              | <b>159</b>                                   |
| – im Übrigen                                       | <b>53</b>                                                                                   | <b>36</b>                                                                                                                       | <b>105</b>                                   |
| Gabun                                              | 52                                                                                          | 35                                                                                                                              | 183                                          |
| Gambia                                             | 40                                                                                          | 27                                                                                                                              | 161                                          |
| Georgien                                           | 35                                                                                          | 24                                                                                                                              | 88                                           |
| Ghana                                              | 46                                                                                          | 31                                                                                                                              | 148                                          |
| Griechenland                                       |                                                                                             |                                                                                                                                 |                                              |
| – Athen                                            | <b>40</b>                                                                                   | <b>27</b>                                                                                                                       | <b>139</b>                                   |
| – im Übrigen                                       | 36                                                                                          | 24                                                                                                                              | <b>150</b>                                   |
| Guatemala                                          | 34                                                                                          | 23                                                                                                                              | 90                                           |
| Guinea                                             | 46                                                                                          | 31                                                                                                                              | 118                                          |
| Guinea-Bissau                                      | <b>32</b>                                                                                   | <b>21</b>                                                                                                                       | <b>113</b>                                   |
| Haiti                                              | 58                                                                                          | 39                                                                                                                              | 130                                          |
| Honduras                                           | <b>57</b>                                                                                   | <b>38</b>                                                                                                                       | <b>198</b>                                   |
| Indien                                             |                                                                                             |                                                                                                                                 |                                              |
| – Bangalore                                        | 42                                                                                          | 28                                                                                                                              | 155                                          |

| Land            | Pauschbeträge für<br>Verpflegungsmehr-<br>aufwendungen                                      |                                                                                                                                 | Pauschbetrag<br>für Übernachtungs-<br>kosten |
|-----------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
|                 | bei einer<br>Abwesen-<br>heitsdauer<br>von<br>mindestens<br>24 Stunden<br>je<br>Kalendertag | für den An-<br>und<br>Abreisetag<br>sowie bei<br>einer<br>Abwesen-<br>heitsdauer<br>von mehr als<br>8 Stunden je<br>Kalendertag |                                              |
|                 | €                                                                                           | €                                                                                                                               | €                                            |
| – Chennai       | 32                                                                                          | 21                                                                                                                              | 85                                           |
| – Kalkutta      | 35                                                                                          | 24                                                                                                                              | 145                                          |
| – Mumbai        | 50                                                                                          | 33                                                                                                                              | 146                                          |
| – Neu Delhi     | 38                                                                                          | 25                                                                                                                              | 185                                          |
| – im Übrigen    | 32                                                                                          | 21                                                                                                                              | 85                                           |
| Indonesien      | 36                                                                                          | 24                                                                                                                              | 134                                          |
| Iran            | 33                                                                                          | 22                                                                                                                              | 196                                          |
| Irland          | 58                                                                                          | 39                                                                                                                              | 129                                          |
| Island          | <b>62</b>                                                                                   | <b>41</b>                                                                                                                       | <b>187</b>                                   |
| Israel          | 66                                                                                          | 44                                                                                                                              | 190                                          |
| Italien         |                                                                                             |                                                                                                                                 |                                              |
| – Mailand       | 45                                                                                          | 30                                                                                                                              | 158                                          |
| – Rom           | 40                                                                                          | 27                                                                                                                              | 135                                          |
| – im Übrigen    | 40                                                                                          | 27                                                                                                                              | 135                                          |
| Jamaika         | 57                                                                                          | 38                                                                                                                              | 138                                          |
| Japan           |                                                                                             |                                                                                                                                 |                                              |
| – Tokio         | 66                                                                                          | 44                                                                                                                              | 233                                          |
| – im Übrigen    | 52                                                                                          | 35                                                                                                                              | 190                                          |
| Jemen           | 24                                                                                          | 16                                                                                                                              | 95                                           |
| Jordanien       | <b>57</b>                                                                                   | <b>38</b>                                                                                                                       | <b>134</b>                                   |
| Kambodscha      | 38                                                                                          | 25                                                                                                                              | 94                                           |
| Kamerun         | 50                                                                                          | 33                                                                                                                              | 180                                          |
| Kanada          |                                                                                             |                                                                                                                                 |                                              |
| – Ottawa        | 47                                                                                          | 32                                                                                                                              | 142                                          |
| – Toronto       | 51                                                                                          | 34                                                                                                                              | 161                                          |
| – Vancouver     | 50                                                                                          | 33                                                                                                                              | 140                                          |
| – im Übrigen    | 47                                                                                          | 32                                                                                                                              | 134                                          |
| Kap Verde       | 30                                                                                          | 20                                                                                                                              | 105                                          |
| Kasachstan      | 45                                                                                          | 30                                                                                                                              | 111                                          |
| Katar           | 56                                                                                          | 37                                                                                                                              | 149                                          |
| Kenia           | 51                                                                                          | 34                                                                                                                              | 219                                          |
| Kirgisistan     | 27                                                                                          | 18                                                                                                                              | 74                                           |
| Kolumbien       | 46                                                                                          | 31                                                                                                                              | 115                                          |
| Kongo, Republik | 62                                                                                          | 41                                                                                                                              | 215                                          |

| Land                                  | Pauschbeträge für<br>Verpflegungsmehr-<br>aufwendungen                                      |                                                                                                                                 | Pauschbetrag<br>für Übernachtungs-<br>kosten |
|---------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
|                                       | bei einer<br>Abwesen-<br>heitsdauer<br>von<br>mindestens<br>24 Stunden<br>je<br>Kalendertag | für den An-<br>und<br>Abreisetag<br>sowie bei<br>einer<br>Abwesen-<br>heitsdauer<br>von mehr als<br>8 Stunden je<br>Kalendertag |                                              |
|                                       | €                                                                                           | €                                                                                                                               | €                                            |
| Kongo, Demokratische Republik         | 70                                                                                          | 47                                                                                                                              | 190                                          |
| Korea, Demokratische<br>Volksrepublik | 28                                                                                          | 19                                                                                                                              | 92                                           |
| Korea, Republik                       | 48                                                                                          | 32                                                                                                                              | 108                                          |
| Kosovo                                | <b>24</b>                                                                                   | 16                                                                                                                              | <b>71</b>                                    |
| Kroatien                              | 35                                                                                          | 24                                                                                                                              | 107                                          |
| Kuba                                  | 46                                                                                          | 31                                                                                                                              | 228                                          |
| Kuwait                                | 56                                                                                          | 37                                                                                                                              | 241                                          |
| Laos                                  | 33                                                                                          | 22                                                                                                                              | 96                                           |
| Lesotho                               | <b>28</b>                                                                                   | <b>19</b>                                                                                                                       | <b>104</b>                                   |
| Lettland                              | 35                                                                                          | 24                                                                                                                              | 76                                           |
| Libanon                               | 59                                                                                          | 40                                                                                                                              | 123                                          |
| Libyen                                | 63                                                                                          | 42                                                                                                                              | 135                                          |
| Liechtenstein                         | 56                                                                                          | 37                                                                                                                              | 190                                          |
| Litauen                               | 26                                                                                          | 17                                                                                                                              | 109                                          |
| Luxemburg                             | <b>63</b>                                                                                   | <b>42</b>                                                                                                                       | <b>139</b>                                   |
| Madagaskar                            | 34                                                                                          | 23                                                                                                                              | 87                                           |
| Malawi                                | <b>41</b>                                                                                   | <b>28</b>                                                                                                                       | <b>109</b>                                   |
| Malaysia                              | <b>36</b>                                                                                   | <b>24</b>                                                                                                                       | <b>86</b>                                    |
| Malediven                             | 52                                                                                          | 35                                                                                                                              | 170                                          |
| Mali                                  | 38                                                                                          | 25                                                                                                                              | 120                                          |
| Malta                                 | 46                                                                                          | 31                                                                                                                              | 114                                          |
| Marokko                               | 42                                                                                          | 28                                                                                                                              | 129                                          |
| Marshall Inseln                       | 63                                                                                          | 42                                                                                                                              | 102                                          |
| Mauretanien                           | <b>35</b>                                                                                   | <b>24</b>                                                                                                                       | <b>86</b>                                    |
| Mauritius                             | 54                                                                                          | 36                                                                                                                              | 220                                          |
| Mexiko                                | 48                                                                                          | 32                                                                                                                              | 177                                          |
| Moldau, Republik                      | <b>26</b>                                                                                   | <b>17</b>                                                                                                                       | <b>73</b>                                    |
| Monaco                                | <b>52</b>                                                                                   | <b>35</b>                                                                                                                       | <b>187</b>                                   |
| Mongolei                              | 27                                                                                          | 18                                                                                                                              | 92                                           |
| Montenegro                            | <b>32</b>                                                                                   | <b>21</b>                                                                                                                       | <b>85</b>                                    |
| Mosambik                              | 38                                                                                          | 25                                                                                                                              | 146                                          |
| Myanmar                               | 35                                                                                          | 24                                                                                                                              | 155                                          |
| Namibia                               | 30                                                                                          | 20                                                                                                                              | 112                                          |

| Land                  | Pauschbeträge für<br>Verpflegungsmehr-<br>aufwendungen                                      |                                                                                                                                 | Pauschbetrag<br>für Übernachtungs-<br>kosten |
|-----------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
|                       | bei einer<br>Abwesen-<br>heitsdauer<br>von<br>mindestens<br>24 Stunden<br>je<br>Kalendertag | für den An-<br>und<br>Abreisetag<br>sowie bei<br>einer<br>Abwesen-<br>heitsdauer<br>von mehr als<br>8 Stunden je<br>Kalendertag |                                              |
|                       | €                                                                                           | €                                                                                                                               | €                                            |
| Nepal                 | 36                                                                                          | 24                                                                                                                              | 126                                          |
| Neuseeland            | 56                                                                                          | 37                                                                                                                              | 153                                          |
| Nicaragua             | <b>46</b>                                                                                   | <b>31</b>                                                                                                                       | <b>105</b>                                   |
| Niederlande           | 47                                                                                          | 32                                                                                                                              | 122                                          |
| Niger                 | 42                                                                                          | 28                                                                                                                              | 131                                          |
| Nigeria               | 46                                                                                          | 31                                                                                                                              | 182                                          |
| <b>Nordmazedonien</b> | <b>27</b>                                                                                   | <b>18</b>                                                                                                                       | <b>89</b>                                    |
| Norwegen              | 80                                                                                          | 53                                                                                                                              | 182                                          |
| Österreich            | 40                                                                                          | 27                                                                                                                              | 108                                          |
| Oman                  | <b>64</b>                                                                                   | <b>43</b>                                                                                                                       | <b>141</b>                                   |
| Pakistan              |                                                                                             |                                                                                                                                 |                                              |
| – Islamabad           | 23                                                                                          | 16                                                                                                                              | 238                                          |
| – im Übrigen          | 34                                                                                          | 23                                                                                                                              | 122                                          |
| Palau                 | 51                                                                                          | 34                                                                                                                              | 179                                          |
| Panama                | <b>41</b>                                                                                   | <b>28</b>                                                                                                                       | <b>82</b>                                    |
| Papua-Neuguinea       | <b>59</b>                                                                                   | 40                                                                                                                              | <b>159</b>                                   |
| Paraguay              | 38                                                                                          | 25                                                                                                                              | 108                                          |
| Peru                  | 34                                                                                          | 23                                                                                                                              | 143                                          |
| Philippinen           | 33                                                                                          | 22                                                                                                                              | 116                                          |
| Polen                 |                                                                                             |                                                                                                                                 |                                              |
| – Breslau             | 33                                                                                          | 22                                                                                                                              | 117                                          |
| – Danzig              | 30                                                                                          | 20                                                                                                                              | 84                                           |
| – Krakau              | 27                                                                                          | 18                                                                                                                              | 86                                           |
| – Warschau            | 29                                                                                          | 20                                                                                                                              | 109                                          |
| – im Übrigen          | 29                                                                                          | 20                                                                                                                              | 60                                           |
| Portugal              | <b>32</b>                                                                                   | <b>21</b>                                                                                                                       | <b>111</b>                                   |
| Ruanda                | <b>44</b>                                                                                   | <b>29</b>                                                                                                                       | <b>117</b>                                   |
| Rumänien              |                                                                                             |                                                                                                                                 |                                              |
| – Bukarest            | 32                                                                                          | 21                                                                                                                              | 92                                           |
| – im Übrigen          | 27                                                                                          | 18                                                                                                                              | 89                                           |
| Russische Föderation  |                                                                                             |                                                                                                                                 |                                              |
| – Jekaterinburg       | 28                                                                                          | 19                                                                                                                              | 84                                           |
| – Moskau              | 30                                                                                          | 20                                                                                                                              | 110                                          |
| – St. Petersburg      | 26                                                                                          | 17                                                                                                                              | 114                                          |
| – im Übrigen          | 24                                                                                          | 16                                                                                                                              | 58                                           |

| Land                 | Pauschbeträge für<br>Verpflegungsmehr-<br>aufwendungen                                      |                                                                                                                                 | Pauschbetrag<br>für Übernachtungs-<br>kosten |
|----------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
|                      | bei einer<br>Abwesen-<br>heitsdauer<br>von<br>mindestens<br>24 Stunden<br>je<br>Kalendertag | für den An-<br>und<br>Abreisetag<br>sowie bei<br>einer<br>Abwesen-<br>heitsdauer<br>von mehr als<br>8 Stunden je<br>Kalendertag |                                              |
|                      | €                                                                                           | €                                                                                                                               | €                                            |
| Sambia               | <b>38</b>                                                                                   | <b>25</b>                                                                                                                       | <b>105</b>                                   |
| Samoa                | <b>39</b>                                                                                   | <b>26</b>                                                                                                                       | <b>105</b>                                   |
| San Marino           | 34                                                                                          | 23                                                                                                                              | <b>79</b>                                    |
| São Tomé – Príncipe  | 47                                                                                          | 32                                                                                                                              | 80                                           |
| Saudi-Arabien        |                                                                                             |                                                                                                                                 |                                              |
| – Djidda             | <b>57</b>                                                                                   | <b>38</b>                                                                                                                       | <b>181</b>                                   |
| – Riad               | <b>56</b>                                                                                   | <b>37</b>                                                                                                                       | <b>186</b>                                   |
| – im Übrigen         | <b>56</b>                                                                                   | <b>37</b>                                                                                                                       | <b>181</b>                                   |
| Schweden             | <b>66</b>                                                                                   | <b>44</b>                                                                                                                       | <b>140</b>                                   |
| Schweiz              |                                                                                             |                                                                                                                                 |                                              |
| – Genf               | 66                                                                                          | 44                                                                                                                              | 186                                          |
| – im Übrigen         | 64                                                                                          | 43                                                                                                                              | 180                                          |
| Senegal              | 42                                                                                          | 28                                                                                                                              | 190                                          |
| Serbien              | <b>27</b>                                                                                   | <b>18</b>                                                                                                                       | <b>97</b>                                    |
| Sierra Leone         | 48                                                                                          | 32                                                                                                                              | 161                                          |
| Simbabwe             | 45                                                                                          | 30                                                                                                                              | 140                                          |
| Singapur             | 54                                                                                          | 36                                                                                                                              | 197                                          |
| Slowakische Republik | <b>33</b>                                                                                   | <b>22</b>                                                                                                                       | <b>121</b>                                   |
| Slowenien            | <b>38</b>                                                                                   | <b>25</b>                                                                                                                       | <b>126</b>                                   |
| Spanien              |                                                                                             |                                                                                                                                 |                                              |
| – Barcelona          | 34                                                                                          | 23                                                                                                                              | 118                                          |
| – Kanarische Inseln  | 40                                                                                          | 27                                                                                                                              | 115                                          |
| – Madrid             | 40                                                                                          | 27                                                                                                                              | 118                                          |
| – Palma de Mallorca  | 35                                                                                          | 24                                                                                                                              | 121                                          |
| – im Übrigen         | 34                                                                                          | 23                                                                                                                              | 115                                          |
| Sri Lanka            | 42                                                                                          | 28                                                                                                                              | 100                                          |
| Sudan                | 33                                                                                          | 22                                                                                                                              | 195                                          |
| Südafrika            |                                                                                             |                                                                                                                                 |                                              |
| – Kapstadt           | <b>33</b>                                                                                   | <b>22</b>                                                                                                                       | <b>130</b>                                   |
| – Johannesburg       | <b>36</b>                                                                                   | <b>24</b>                                                                                                                       | <b>129</b>                                   |
| – im Übrigen         | <b>29</b>                                                                                   | <b>20</b>                                                                                                                       | <b>109</b>                                   |
| Südsudan             | 34                                                                                          | 23                                                                                                                              | 150                                          |
| Syrien               | 38                                                                                          | 25                                                                                                                              | 140                                          |
| Tadschikistan        | 27                                                                                          | 18                                                                                                                              | 118                                          |
| Taiwan               | 46                                                                                          | 31                                                                                                                              | 143                                          |

| Land                                                     | Pauschbeträge für Verpflegungsmehraufwendungen                       |                                                                                                    | Pauschbetrag für Übernachtungskosten |
|----------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------|
|                                                          | bei einer Abwesenheitsdauer von mindestens 24 Stunden je Kalendertag | für den An- und Abreisetag sowie bei einer Abwesenheitsdauer von mehr als 8 Stunden je Kalendertag |                                      |
|                                                          | €                                                                    | €                                                                                                  | €                                    |
| Tansania                                                 | <b>44</b>                                                            | <b>29</b>                                                                                          | <b>97</b>                            |
| Thailand                                                 | 38                                                                   | 25                                                                                                 | 110                                  |
| Togo                                                     | 39                                                                   | 26                                                                                                 | 118                                  |
| Tonga                                                    | 39                                                                   | 26                                                                                                 | 94                                   |
| Trinidad und Tobago                                      | 45                                                                   | 30                                                                                                 | 177                                  |
| Tschad                                                   | 64                                                                   | 43                                                                                                 | 163                                  |
| Tschechische Republik                                    | <b>32</b>                                                            | <b>21</b>                                                                                          | <b>77</b>                            |
| Türkei                                                   |                                                                      |                                                                                                    |                                      |
| – Istanbul                                               | 26                                                                   | 17                                                                                                 | 120                                  |
| – Izmir                                                  | 29                                                                   | 20                                                                                                 | 55                                   |
| – im Übrigen                                             | 17                                                                   | 12                                                                                                 | 95                                   |
| Tunesien                                                 | 40                                                                   | 27                                                                                                 | 115                                  |
| Turkmenistan                                             | 33                                                                   | 22                                                                                                 | 108                                  |
| Uganda                                                   | 41                                                                   | 28                                                                                                 | 143                                  |
| Ukraine                                                  | 26                                                                   | 17                                                                                                 | 98                                   |
| Ungarn                                                   | <b>32</b>                                                            | <b>21</b>                                                                                          | <b>85</b>                            |
| Uruguay                                                  | 48                                                                   | 32                                                                                                 | 90                                   |
| Usbekistan                                               | 34                                                                   | 23                                                                                                 | 104                                  |
| Vatikanstaat                                             | 52                                                                   | 35                                                                                                 | 160                                  |
| Venezuela                                                | 45                                                                   | 30                                                                                                 | 127                                  |
| Vereinigte Arabische Emirate                             | 65                                                                   | 44                                                                                                 | 156                                  |
| Vereinigte Staaten von Amerika (USA)                     |                                                                      |                                                                                                    |                                      |
| – Atlanta                                                | <b>77</b>                                                            | <b>52</b>                                                                                          | <b>182</b>                           |
| – Boston                                                 | <b>63</b>                                                            | <b>42</b>                                                                                          | <b>333</b>                           |
| – Chicago                                                | <b>65</b>                                                            | <b>44</b>                                                                                          | <b>233</b>                           |
| – Houston                                                | <b>62</b>                                                            | <b>41</b>                                                                                          | <b>204</b>                           |
| – Los Angeles                                            | <b>64</b>                                                            | <b>43</b>                                                                                          | <b>262</b>                           |
| – Miami                                                  | <b>65</b>                                                            | <b>44</b>                                                                                          | <b>256</b>                           |
| – New York City                                          | <b>66</b>                                                            | <b>44</b>                                                                                          | <b>308</b>                           |
| – San Francisco                                          | <b>59</b>                                                            | <b>40</b>                                                                                          | <b>327</b>                           |
| – Washington, D. C.                                      | <b>66</b>                                                            | <b>44</b>                                                                                          | <b>203</b>                           |
| – im Übrigen                                             | <b>59</b>                                                            | <b>40</b>                                                                                          | <b>182</b>                           |
| Vereinigtes Königreich von Großbritannien und Nordirland |                                                                      |                                                                                                    |                                      |

| Land                         | Pauschbeträge für<br>Verpflegungsmehr-<br>aufwendungen                                      |                                                                                                                                 | Pauschbetrag<br>für Übernachtungs-<br>kosten |
|------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
|                              | bei einer<br>Abwesen-<br>heitsdauer<br>von<br>mindestens<br>24 Stunden<br>je<br>Kalendertag | für den An-<br>und<br>Abreisetag<br>sowie bei<br>einer<br>Abwesen-<br>heitsdauer<br>von mehr als<br>8 Stunden je<br>Kalendertag |                                              |
|                              | €                                                                                           | €                                                                                                                               | €                                            |
| – London                     | <b>66</b>                                                                                   | <b>44</b>                                                                                                                       | <b>163</b>                                   |
| – im Übrigen                 | <b>52</b>                                                                                   | <b>35</b>                                                                                                                       | <b>99</b>                                    |
| Vietnam                      | 41                                                                                          | 28                                                                                                                              | 86                                           |
| Weißrussland                 | 20                                                                                          | 13                                                                                                                              | 98                                           |
| Zentralafrikanische Republik | 46                                                                                          | 31                                                                                                                              | 74                                           |
| Zypern                       | <b>42</b>                                                                                   | <b>28</b>                                                                                                                       | <b>125</b>                                   |

## **19 Appendix – Japan (employees employed by the Japanese legal entity)**

### Handling of Working Hours during Business Trips

The employee shall report the starting time, the closing time, and the break times during a business trip by clocking in through the attendance management system. Driving hours for which the employee has obtained approval from his or her superior by clocking in through the same shall be deemed to be working hours.

Hours for traveling from the workplace (including the home and location of accommodation) to a client's location, hours for traveling to a business trip destination, and hours for returning from the client's location and/or a business trip destination to the workplace shall be traveling hours, in principle. The employee shall report traveling hours for traveling between a workplace and a business trip destination by entering the relevant information in the remarks space of the attendance management system. When the employee conducts operations during traveling hours, relevant hours regarding which the employee has obtained the approval of his or her superior shall be deemed to be working hours.

A special allowance set forth in Exhibit 2 shall be provided based on the classification of traveling hours.

### Fundamental Rule Prohibiting Business Trip Using Private Car, Motorbike, etc.

Business trips using a private car, motorbike, etc. shall not be allowed, in principle.

### **Domestic Travel Expenses**

#### Accommodation Fees

When the distance of a business trip is 100 km or longer, the actual cost, limited to accommodation fees set forth in Exhibit 1 (including the cost of breakfast and excluding taxes and service charges) shall be provided. For settlement of the same, written receipts shall be attached.

When the distance of a business trip is less than 100 km, if it is possible to claim the cost thereof from an external party outside the Company through obtaining the prior consent of a superior, accommodation fees shall be provided.

If the employee stays overnight (or two nights or more) at a house of a friend, acquaintance, relative, etc. rather than at a hotel or *ryokan* (i.e., Japanese inn), 40% of accommodation fees of Exhibit 1 per night shall be provided; provided, however, that the same shall not be provided in cases in which the employee stays at his or her own home.

#### Daily Allowance

The daily allowance set forth in Exhibit 1 per day shall be provided for the number of days from the day of departure to the day of returning.

#### One-day Business Trip Allowance

The term “One-day Business Trip” refers to a case in which business trip hours (from departure from the relevant employee’s home until return to the same) exceeds seven hours and the employee on the business trip returns home without staying overnight. Among One-day Business Trips, when the distance (i.e., the one-way distance from the station of either the workplace or home of the relevant employee, whichever is close to a business trip destination, up to the business trip destination, in principle) is 100 km or longer, One-day Business Trip allowance shall be provided.

#### Special Allowance

The special allowance set forth in Exhibit 2 shall be provided in accordance with the traveling time necessary for travel between a given location and a business trip destination as regulated under Article Accommodation Fees; provided, however, that the following cases are excluded.

- (1) Employee who belongs to global job grade 12 or higher
- (2) Person belonging to the Sales Department

#### Winter Heating Costs in Cold Regions

When the employee lodges in Hokkaido or other cold regions during winter, the actual cost thereof shall be provided based on application therefor by the employee.

#### Long-term Stay

When the employee stays at a single location for a period of one month or longer, regarding meal allowance and daily allowance starting on the first day after one month has elapsed, 80% of the regulated amounts set forth in Exhibit 1 shall be provided.

### **Overseas Operational Processing Rules (Revised on December 18, 2023) General Provisions**

#### Treatment of Traveling within Japan

The provisions for domestic Travel Expenses shall apply correspondingly to traveling hours and special allowance for traveling within Japan. The employee may obtain a substitute holiday for traveling time to which the provisions of domestic Travel Expenses are not applicable.

### **Overseas Travel Expenses**

#### Accommodation Fees and Daily Allowance

Accommodation fees (including breakfast costs and excluding taxes and service charges) and daily allowance shall be provided pursuant to the provisions of Exhibit 3; provided, however, that the actual cost of accommodation limited to the accommodation fees set forth in Exhibit 3 is provided, and for settlement of the same, written receipts shall be attached.

In the case of accommodation regarding which accommodation fees are not incurred (e.g., staying overnight (or two nights or more) at a house of a friend, acquaintance), 40% of the accommodation fees set forth in Exhibit 3 shall be provided.

When the Company provides accommodation facilities, only a daily allowance shall be provided.

The regulated amounts of daily allowance set forth in Exhibit 3 per day shall be provided for the number of days from the day of departure to the day of return; provided, however, that when the employee stays in a single location for one month or longer, 80% of the regulated amounts of daily allowance starting with the first day elapsing after one month has passed shall be provided.

If the Company, a client, an associated party, or the like provides the employee with meal costs, daily allowance that is reduced as follows shall be provided.

- (1) Cases in which meal costs are provided in whole: Provision of 50% of daily allowance.
- (2) Cases in which meal costs are provided in part: Provision of 70% of daily allowance.

#### Overseas Travel Procedure Fees

The Company shall provide the employee with money for costs required for airport taxes/immigration taxes, passport issuance fees, visa issuance fees, vaccination fees, charges for purchase of foreign currency, etc.

#### Supplementary Provisions

Exhibit 1 : Domestic Accommodation fees (including breakfast costs and excluding taxes and service charges), meal allowance, and daily allowance

| Accommodation fees<br>(maximum limit)                          |            | Daily allowance<br>(including meal allowance;<br>per day)        |                                           | One-day Business Trip<br>(business trip hours: seven<br>hours or longer) |
|----------------------------------------------------------------|------------|------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------|
| 23 wards of<br>Tokyo and<br>ordinance-<br>designated<br>cities | Other      | Day other<br>than a day of<br>departure or<br>a day of<br>return | Day of departure<br>or a day of<br>return | 100 km or longer during a<br>one-way trip                                |
| 16,000 yen                                                     | 12,000 yen | 5,000 yen                                                        | 3,500 yen                                 | 3,000 yen                                                                |
| Written receipt                                                | Yes        | No                                                               | No                                        | No                                                                       |

Note 1) Breakfast expenses are included in accommodation fees.

Note 2) If the Company and a relevant party provides meal cost, in conformance with Article Accommodation Fees and Daily Allowance (Travel Expense Provisions), daily allowance is to be reduced (by 50% or 30%).

Exhibit 2 : Special allowance (Global job grade 11 and below)

| Number of hours for traveling outside working hours on a prescribed working day and the number of hours for traveling during a business trip on a holiday | Monetary amount when traveling other than during working hours on a prescribed working day | Monetary amount when traveling outside working hours on a holiday |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| 1 hour or longer                                                                                                                                          | 1,000 yen                                                                                  | 2,000 yen                                                         |
| 2 hours or longer                                                                                                                                         | 2,000 yen                                                                                  | 2,500 yen                                                         |
| 3 hours or longer                                                                                                                                         | 2,500 yen                                                                                  | 3,000 yen                                                         |
| 4 hours or longer                                                                                                                                         | 3,000 yen                                                                                  | 3,500 yen                                                         |
| 5 hours or longer                                                                                                                                         | 3,500 yen                                                                                  | 4,000 yen                                                         |
| 6 hours or longer                                                                                                                                         | 4,000 yen                                                                                  | 4,500 yen                                                         |
| 7 hours or longer                                                                                                                                         | 4,500 yen                                                                                  | 5,000 yen                                                         |
| 8 hours or longer                                                                                                                                         | 5,000 yen                                                                                  | 5,500 yen                                                         |

Note 1) When special allowance is provided, overtime allowance for the relevant period shall not be provided.

Note 2) In the cases exceeding 9 hours, 500 yen extra per hour shall be provided.

Exhibit 3 : Overseas Accommodation fees (excluding taxes and service charges) and daily allowance

| Europe and the U.S.                |                 | Other                              |                 |
|------------------------------------|-----------------|------------------------------------|-----------------|
| Accommodation fees (maximum limit) | Daily allowance | Accommodation fees (maximum limit) | Daily allowance |
| 22,000 yen                         | 9,000 yen       | 20,000 yen                         | 9,000 yen       |

| Written receipt | Yes | No | Yes | No |
|-----------------|-----|----|-----|----|
|-----------------|-----|----|-----|----|

Note) If the Company or a relevant party provides a meal cost in whole, 50% of the regulated amount shall be provided. If the Company or a relevant party provides a meal cost in part, 70% of the regulated amounts shall be provided.

## 20 Appendix – Korea (employees employed by the Korean legal entity)

### 20.2 Meal Expenses & Per Diem

| MEAL                                       | note                                                              |
|--------------------------------------------|-------------------------------------------------------------------|
| Overtime Meal (outside duty)               | Max. 30K PER Day/person                                           |
| Overtime Meal (office duty)                | Max. 20K PER Day/person                                           |
| Meal for COMET visitor<br>(Below Director) | Max. 25K per person for lunch<br>Max. 50K per person for dinner*  |
| Meal for COMET visitor<br>(Director)       | Max. 50K per person for lunch<br>Max. 100K per person for dinner* |
| Overseas & Domestic Trip<br>Per Diem       | Follow the corporate policy                                       |

Any dinner must be approved by its supervisor in advance

| Country    | Breakfast | Lunch | Dinner | Per Diem |
|------------|-----------|-------|--------|----------|
| USA/Europe | 30K       | 45K   | 65K    | 110K     |
| Asia       | 25K       | 40K   | 55K    | 95K      |
| Korea*     | 15K       | 25K   | 35K    | 60K      |

Please refer to per diem matrix in the next slide.

\* Only when over 2 days and 1 night are stayed

Departure or arrival day to/from overseas trip is either on holiday or weekend, then one compensatory holiday and a full day per diem are given.

The above meal expense rule will not apply to the case when travelling with customer.

| Per diem rate | Condition                            | Remark |
|---------------|--------------------------------------|--------|
| 80%           | If breakfast is offered in the hotel |        |
| 50%           | If breakfast and lunch are offered   |        |
| 30%           | If breakfast and dinner are offered  |        |
| 20%           | If lunch and dinner are offered      |        |
| 0%            | If all meals are offered             |        |

### 20.3 Public Transportation and Hotel

| Public Transportation | Notes                                                                                                       |
|-----------------------|-------------------------------------------------------------------------------------------------------------|
| Domestic Trip         | Allowed taxi, KTX(fast train), bus fare<br>Actual driver agency fee is claimed for the approved event only. |
| Overseas Trip         | Reimburse Expense                                                                                           |
| Hotel                 |                                                                                                             |
| Domestic Trip         | Max 120K per day<br>(Prior approval from General Manger)                                                    |
| Overseas Trip         | Reasonable Cost<br>Follow COMET group policy, if applicable                                                 |

#### 20.4 Communication

| Communication charge                   | Notes                                                                 |                                                                                                       |
|----------------------------------------|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Cell phone charge (Domestic call)      | Fixed amount reimbursed by position<br>Personal payment not claimable | 30K-below manager<br>50K-below S. manager<br>70K- above director<br>(*flat rate)                      |
| Cell phone charge (International call) | Reimburse actual cost                                                 | *Use TEAM, except urgent or emergency                                                                 |
| Overseas Trip                          | 1.Data roaming at fixed cost(SIM card)                                | 1. Actual reimbursement<br><br>* Should present a copy of telephone bill with international call list |

#### 20.5 Customer entertainment expenses

KRW >200K per person requiring approval by direct manager.

KRW <500K cost per event need an approval by direct manager.

KRW >500K of total cost per event, need an approval by GM.

Supplementary budget can be discussed with GM.

## **21 Appendix – Malaysia (employees employed by the Malaysia legal entity)**

### **21.2 Travel allowance**

For domestic business travel, employees are eligible for daily travel allowance of RM 90 (8 hours and more). No receipts are required. If the travel includes an overnight stay at a hotel with breakfast, the full daily allowance of RM 90 will be reimbursed to the employee (no deduction on the daily allowance is made)

For international business travel, employees are eligible for daily travel allowance of CHF / € / \$ 70 with breakfast or CHF / € / \$ 85 without breakfast. No receipts are required. The eligibility of the daily travel allowance is calculated based on the work plan schedule.

### **21.3 Entertainment and business meeting expenses**

Alcohol consumption is not permitted during working hours or within the premises. Alcohol consumption at offsite company functions must be approved by the Country General Manager.

### **21.4 Winter clothing**

Employees on international travel during winter season are entitled to a fixed sum of winter clothing allowance of CHF / E / \$ 200 or whichever is lower. Any purchases made in home country the allowance shall be observing CHF200/-; else for overseas purchases will follow country of travel per purchase receipt accordingly CHF/E/\$ 200. Claims shall be for one time without combination and not accumulative even there is a balance. This allowance is payable for every block of three (3) years from last date of purchase date.

### **21.5 Use of personal car**

For authorized use of a personal car while on domestic (outstation) travelling, employee will be reimbursed at a fixed mileage rate as per below for traveling below 2 hours travel time or below 120km (one way) or where flight or other mode of transportation is not available.

- Car MYR 1.00 / km
- Motor Bike MYR 0.50 / km

This claim will cover all costs for fuel, maintenance, insurance and operation of the vehicle. Costs incurred for tolls/parking will be reimbursed as per receipts.

### **21.6 Entertainment Claims**

Employees entertaining customers may pay for customer meals expenses when appropriate. Alcohol consumption is only allowed after working hours with prior approval.

Entertainment meals allowance per person:

Breakfast : Max MYR50

Lunch: Max MYR150

Dinner: Max MYR250 (including all alcohol consumption)

### **21.7 Group dinner**

Attended by or approved by a member of Comet Management Committee involving overseas colleagues only. Prior approval from a member of Management Committee is required.

Lunch: MYR50 per person (no alcohol is allowed during working hours)

Dinner: MYR150 per person (including all alcohol consumption)

#### **21.8 Passport / Visa**

All business travels that involve Visa, shall be borne by Company. Passport new application / renewal will be at employees' own expense.

## **22 Appendix – Switzerland (employees employed by the Swiss legal entity)**

### **22.2 Train**

Train tickets should be booked under the SBB.CH website using the Comet business account.

If employees make at least three main journeys (example: Flamatt - Zurich) on business, the purchase of a Half-Fare travelcard is financed by the company.

Business purposes include the following situations:

- Regular business trips in Switzerland and abroad (travel to the airport)
- Visits to customers in Switzerland and abroad by train
- Visits to public institutions that are required for research purposes
- When attending prescribed external training and further education measures

### **22.3 Use of personal car**

For authorized use of a personal car, employee will be reimbursed at a fixed mileage rate of CHF .70 / km. This kilometer rate applies regardless of the type of vehicle driven. This covers all costs incurred using the vehicle for business purposes (excluding parking fees).

### **22.4 Expense Reporting**

Gratuity as a guideline should not exceed 5% of the value of the meal within Switzerland. Credit card receipts are not normally considered valid receipts.

### **22.5 Field employees**

In the case of field service employees who were mainly working away from home and who receive compensation, a corresponding note is made in the salary statement.

### **22.6 Smart work compensation**

The basis for compensation is regulated in the Directive "Smart work" Switzerland since June 2022. Employees who perform a significant proportion of their work outside Comet (at least 40%, but not more than 80%) and thus make use of the shared desk principle will be reimbursed a monthly lump sum of CHF 50 as an expense allowance if they work full-time (100%). In case of part-time employment, the lump sum will be reduced in accordance with the degree of employment. This form of application requires a written supplementary agreement.

Confirmations of tax deductibility are only issued if the requirements of the Tax Law Guidelines are met. Employees without a written "Smart work" agreement generally have a desk at the company premises. For this reason, no compensation is granted for the use of private Internet access or private office equipment.

## 23 Appendix – Taiwan (employees employed by the Taiwanese legal entity)

### 23.1 Train

For the local trip, the normal class of High-Speed Railway (THSR) would be applied if there is no customer or foreign visitor on the trip together. Business class may be used by travelling with executive management team or foreign colleagues, or if there is no availability of normal class during required traveling period.

### 23.2 Use of personal car & taxi

Taxi cost will be paid by actual invoice; the individual car for business trip is not approved in principle. Only if the supervisor approves in special case, the cost like the gas and mileage fee of TWD 8/km for cars and TWD 4/km for scooters could be charged to the company. Information such as Google map, longitude and latitude, addresses, cities that can support distance verification must be presented.

### 23.3 Travel allowance

#### 23.3.1 Hotel expenses

- For domestic hotels, maximum amount: TWD 3,000/night.
- For overseas hotels: maximum amount follows the Group General Guideline.
- Any domestic hotel that crosses holiday must be approved by General Manager in advance.
- For company-wide activities, such as SEMICON Taiwan, hotel must be booked unitedly.

#### 23.3.2 Meal and Miscellaneous expenses (other than hotel and transportation expenses):

- For one-day domestic business trips not overnight, employees must present invoices and receipts while claiming reimbursement. The daily maximum amount can be claimed is TWD 500.
- For domestic business trips overnight, employees must present invoices and receipts while claiming reimbursement. Maximum daily claim amount is TWD 700 for managers above; TWD 600 for employees.
- For overseas business trips to Thailand, Malaysia, Vietnam, Myanmar, the Philippines, Indonesia, India, Cambodia, Laos, employees can claim daily allowance USD 50/day.
- For overseas business trips to countries other than South-East Asia, employees must present invoices and receipts while claiming reimbursement. Maximum daily claim amount is USD 70/day.

|                                                     | Invoices     | Reimbursement/ Allowance                                       |
|-----------------------------------------------------|--------------|----------------------------------------------------------------|
| Domestic: one-day                                   | Required     | Reimbursement: TWD 500                                         |
| Domestic: overnight                                 | Required     | Reimbursement:<br>TWD 700 managers above;<br>TWD 600 employees |
| Overseas: specific countries<br>(refer to 23.3.2.3) | Not required | Allowance: USD 50/day                                          |
| Overseas: other countries                           | Required     | Reimbursement: USD 70/day                                      |

Employees can apply for an advance payment of 50% of total estimated Meal and Miscellaneous expenses for overseas business trip when the travelling period is more than 14 days to avoid burden increase on employees.

### 23.4 Telecommunication

Only telecommunication expenses happen while travelling abroad can be reimbursed. Domestic telecommunication expenses can be reimbursed when there is unavoidable reason to work from home. Invoices or receipts from telecom company must be presented phone number while requesting for reimbursement.

### 23.5 Entertainment

Amount more than TWD 1,500/person must be approved by General Manager in advance. Other limitations follow the Group General Guideline.

### 23.6 Legal Receipts

Employees must get receipts that are accepted by Tax Authority, or there will be no reimbursement allowed. Employees must request the reimbursement within 2 months after the occurring date. Handover all the reimbursement to Finance team before December 20. At the end of each year, it is necessary to prepare an estimate for all expenses expected to occur between December 21st and 31st.

### 23.7 Exchange rate

1. Exchange transactions conducted at the airport will be calculated based on the bank's official exchange rate as indicated on the bank receipt.
2. For those who do not conduct exchange transactions at the airport, reimbursement will be based on the Taiwan Bank's selling spot rate for foreign currency on the day before departure (adjusted for holidays by moving backward). <https://rate.bot.com.tw/xrt/history>

| Quoted Date | Currency              | Cash Rate |         | Spot Rate |         |
|-------------|-----------------------|-----------|---------|-----------|---------|
|             |                       | Buying    | Selling | Buying    | Selling |
| 2024/01/22  | American Dollar (USD) |           |         |           |         |
| 2024/01/19  | American Dollar (USD) | 31.035    | 31.705  | 31.385    | 31.485  |

3. Expenses paid before departure can be reimbursed based on the actual exchange rate on the payment date.
4. For transactions made with a credit card, reimbursement can be claimed for the total amount, including fees. Attach the credit card statement showing the original currency amounts and a detailed breakdown of fees.

### 23.8 Others

For regulations not covered, please refer to the Global Travel Policy for details.

## **24 Appendix – US and Canada (employees employed by the US or Canadian legal entity)**

### **24.2 Personal vehicles**

Millage is reimbursed at the current published IRS standard rate per documented mile. Employees may also utilize their personal vehicle for travel to and from the airport if it is the most cost-effective option.

Employees using their personal vehicles are responsible for their own liability and/or damage to the vehicle. It is required that employees carry liability coverage through personal vehicle insurance company. (Minimum limits: \$100,000 Bodily Injury and \$100,000 Property Damage). Employees are required to confirm they are insured / carry liability coverage equal to or greater than the minimum levels as may be required by the State in which they reside and possess a State issued driver's license.

The company is not responsible for loss or damage to personal belongings while you are traveling or while belongings are in any vehicle.

### **24.3 Car rental**

For rentals under 120 miles. Mid-size/intermediate may be chosen in addition to a compact car.

### **24.4 Membership fees**

Pre-screened airport security pass require approval by the country manager or the country director of HR.

### **24.5 Meal expenses**

US federal allowed per diem rates that are defined by the US government are to be used for all meal expense. Rates are city dependent, and the US GSA rates are updated regularly for cost-of-living changes.

# Global Travel Policy

Final Audit Report

2024-04-08

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2024-04-03                                   |
| By:             | Bruno Ivanoff (bruno.ivanoff@comet.ch)       |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAPiWKUzWvDhSumLRKQwFIheqWlqum90_7 |

## "Global Travel Policy" History

-  Document created by Bruno Ivanoff (bruno.ivanoff@comet.ch)  
2024-04-03 - 8:27:18 AM GMT
-  Document emailed to Meike Boekelmann (meike.boekelmann@comet.ch) for signature  
2024-04-03 - 8:27:26 AM GMT
-  Document emailed to Olivier Postel (olivier.postel@comet.ch) for signature  
2024-04-03 - 8:27:26 AM GMT
-  Document emailed to Bruno Ivanoff (bruno.ivanoff@comet.ch) for signature  
2024-04-03 - 8:27:26 AM GMT
-  Email viewed by Meike Boekelmann (meike.boekelmann@comet.ch)  
2024-04-03 - 9:33:44 AM GMT
-  Email viewed by Olivier Postel (olivier.postel@comet.ch)  
2024-04-03 - 1:31:33 PM GMT
-  Document e-signed by Olivier Postel (olivier.postel@comet.ch)  
Signature Date: 2024-04-03 - 1:32:17 PM GMT - Time Source: server
-  Email viewed by Meike Boekelmann (meike.boekelmann@comet.ch)  
2024-04-08 - 12:16:47 PM GMT
-  Document e-signed by Meike Boekelmann (meike.boekelmann@comet.ch)  
Signature Date: 2024-04-08 - 12:20:32 PM GMT - Time Source: server
-  Email viewed by Bruno Ivanoff (bruno.ivanoff@comet.ch)  
2024-04-08 - 2:54:22 PM GMT
-  Document e-signed by Bruno Ivanoff (bruno.ivanoff@comet.ch)  
Signature Date: 2024-04-08 - 2:54:32 PM GMT - Time Source: server

✔ Agreement completed.

2024-04-08 - 2:54:32 PM GMT