

## Travel and Expenses Terms and Conditions

*THIS TESSALINK TRAVEL AND EXPENSES TERMS AND CONDITIONS AGREEMENT (“AGREEMENT”) GOVERNS CUSTOMER’S ACQUISITION AND USE OF TESSALINK SOFTWARE AND SERVICES (“SERVICES”). IF CUSTOMER REGISTERS FOR A FREE TRIAL OF TESSALINK SERVICES OR FOR FREE SERVICES, THE APPLICABLE PROVISIONS OF THIS AGREEMENT WILL ALSO GOVERN THAT FREE TRIAL OR THOSE FREE SERVICES. BY ACCEPTING THIS AGREEMENT, BY (1) CLICKING A BOX INDICATING ACCEPTANCE, (2) EXECUTING AN ORDER FORM THAT REFERENCES THIS AGREEMENT, OR (3) USING FREE SERVICES, CUSTOMER AGREES TO THE TERMS OF THIS AGREEMENT. IF THE INDIVIDUAL ACCEPTING THIS AGREEMENT IS ACCEPTING ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, SUCH INDIVIDUAL REPRESENTS THAT THEY HAVE THE AUTHORITY TO BIND SUCH ENTITY AND ITS AFFILIATES TO THESE TERMS AND CONDITIONS, IN WHICH CASE THE TERM “CUSTOMER” SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF THE INDIVIDUAL ACCEPTING THIS AGREEMENT DOES NOT HAVE SUCH AUTHORITY, OR DOES NOT AGREE WITH THESE TERMS AND CONDITIONS, SUCH INDIVIDUAL MUST NOT ACCEPT THIS AGREEMENT AND MAY NOT USE THE SERVICES.*

TESSALink and Customer may be alternately referred to in this Agreement individually as “Party” and collectively as “Parties.”

### 1. Purpose

This document explains the terms and conditions for the prepayment of travel and subsistence expenses for TESSALink to provide Customer with on-site training, development, consulting, and other technology services (“Services”).

### 2. Expenses valid for prepayment.

#### 2.1. Travel expenses

Travel expenses are prepaid on the following basis:

— National or international travel from the place of residence or the normal place of work of the person concerned (point of departure) to Customer’s location or designated location of assignment.

— Travel from another location other than the place of residence, normal place of work or the Customer’s location or location of the assignment.

The following types of travel expenses will be prepaid:

Air travel:

- a) In economy class, at the lowest rates available at the moment of the invitation, taking into account the time of the meeting and/or special features of the assignment for all segments that involve less than four hours of continuous flying.

Travel by Car:

- a) If the person uses his/her own car or a car provided by his/her employer, the travel expenses will be reimbursed on the basis of the mileage allowance as per the current Standard Mileage Rate posted by the IRS (standard 2020 rate is \$0.575 per mile).
- b) The total distance (in miles) is calculated on the basis of the recommended route on Google Maps or a service using a similar calculative formula.

Travel by Bus or Shuttle during main journey:

- a) If the person uses buses, shuttles or other types of public transport during the main journey from the point of departure to the airport or train station (both ways), and from Customer’s location or location of assignment to the airport or train station (both ways), these expenses will be prepaid on the basis of the ticket.

Travel by Taxi, Lyft or Uber:

- a) Taxi, Lyft, or Uber costs will be prepaid by Customer for travel only from the place of residence to the airport or train station and/or from the airport or train station to the place of residence. Proof by means of receipts will be provided to Customer.

## 2.2. Subsistence Expenses

The subsistence allowance (per diem) is paid as a flat rate and is considered to cover all expenses incurred at Customer's location or location of assignment including the costs of meals and incidentals.

A guide to the amount of a subsistence allowance is the standard rate and is the same as that published by the GSA (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) for the country where any Services take place either in the United States or abroad.

## 3. Administrative Formalities

Quote to customer shall explicitly mention whether or not travel and subsistence expenses are required and shall inform the Customer about the required formalities in any and every case where these expenses are prepaid. In order to obtain prepayment, the following forms, together with supporting documents, need to be submitted to the Customer within a time limit of ONE (1) month after the date of scheduled travel to Customer's location or location of assignment.

- a) Summary of prepaid travel and expenses by email.
- b) Supporting travel documentation (tickets, invoices, etc.) by email.

### 3.1. Supporting Travel Documentation

The following supporting documents need to be provided and submitted to the Customer:

Air Travel:

- a) The Electronic Booking;
- b) The Travel Company's invoice (when applicable);
- c) The Boarding Pass(es);
- d) Any other documentary evidence.

Travel by Bus or Shuttle:

- a) Bus or Shuttle Tickets.

Travel by Car:

- a) All receipts and other allowable or relevant receipts.
- b) Any other receipts or proof confirming travel expenses incurred on the day of departure and the day of return.

## 4. Other Provisions

Prepayment of expenses will be made in US Dollars by bank transfer.

Customer's Finance Department may at any time cross-check the statements made in an application for prepayment.

TESSALink will be required to repay any sums paid in error in full and within 30 days from being informed of such.

Persons using a vehicle will remain fully liable for any accidents in which they may be involved.