



## **Travel & Expense Policy**

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## Document Statement

This Policy is intended to provide global guidelines applicable to the payment of business related travel and entertainment (“T&E”) expenses incurred by CDK employees. In limited situations, and on an exception only basis, for example where mandated by local law or custom, regions, countries and special groups may institute local T&E policy guidelines that are stricter, but not more lenient than this Policy. These exception based guidelines must be reviewed and approved by the CDK Global Controls and Compliance team and the CDK Global Controls and Compliance team must have a copy of all such exceptions. In the event the CDK Global Controls and Compliance team is not made aware of a policy exception, and an employee’s expense report is audited, the expense report will be reviewed against the parameters defined in this document to assess compliance.

## Scope

The Global Policy is primarily intended for those employees who incur business related expenses or are required to travel on CDK Company business. Generally these employees are away from the office or their normal place of business, and seek payment for authorized business travel and entertainment expenses. Typically the travel is overnight.

This policy does not cover:

- Relocation expenses
- Purchase of goods and services
- Meetings and event sourcing, planning or payment procedures for North America

### 1.0 Related or Referenced Policies

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This policy is not intended to cover every possible situation. Items not specifically outlined in this policy should always be discussed with your manager, your business finance partner or the Global Controls and Compliance Team within the Corporate Controller Function before the expense is incurred or submitted for reimbursement. Further, evidence supporting the approval obtained for items of an unusual nature must be included in the CDK online expense system (“Concur”).

Other policies that should be reviewed include:

- Relocation expenses – see CDK HR

- Payment of goods and services such as office supplies, computer software, hardware, logo/promotional items, print, books, etc. – see CDK Global Procurement Policy
- Meetings and event sourcing, planning or payment procedures for North America - see CDK Meetings and Events policy and the CDK P-Card policy

## 2.0 Policy Requirements

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It is the policy of CDK Global (“CDK” or the “Company”) to pay for all legitimate and approved business related expenses that are incurred by employees, and authorized non-employees, while carrying out Company business.

CDK has implemented this policy to ensure the following:

- Company travel and entertainment costs are managed within reasonable limits by established and consistent expense criteria for all employees.
- Employees have full and complete information required for the recovery of business expenses that they incur while on CDK business.
- Only approved, legitimate and reasonable expenses that are incurred by employees on behalf of CDK may be reimbursed or paid through Concur.

All employee activities related to or associated with Company related business travel must adhere to this policy as well as the CDK’ Code of Business Conduct & Ethics, the CDK Anti-Bribery and Corruption Policy and other policies as applicable.

It is the personal responsibility of each CDK employee to comply with this Policy. Any employee who violates this Policy may be subject to disciplinary action, up to and including termination of employment.

CDK managers and executives have primary responsibility for supporting and ensuring compliance with this Policy. Managers are expected to educate employees and guide them to ensure that they adhere to this Policy and that the employee’s expenses submitted for approval are legitimate, reasonable, and within the Policy. Disciplinary action, up to and including termination, may be taken against a manager, who knew or should have known about a violation by employees under his/her supervision and did not act promptly to report and/or address the violation.

## 3.0 Global Guidelines

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### Corporate T&E Card

In countries where it is available, employees must use the designated CDK Corporate Card for all employees who travel or need to pay for travel or non-travel related business expenses. The designated CDK Corporate Card is the primary and approved method of payment for all travel and business expenses with the exception of out-of-pocket expenses, such as mileage, or in limited instances where the CDK Corporate Card is not accepted.

CDK will only reimburse employees for legitimate, valid and approved out of pocket expenses incurred as a result of carrying out business for and/or on behalf of the Company.

Although not intended to be a standard business practice, CDK managers and employees may, on a limited basis, pay or pre-pay for other employees' (e.g. new employees who have not received their T&E card but are required to travel) and CDK sponsored non-employees' travel and business expenses using their own CDK Corporate Card. In such instances, appropriate rationale must be included within Concur.

The employee should review their Corporate Card charges in Concur at least on a monthly basis. In almost all countries, the Corporate Card is a CDK Corporate liability card which means that it is critical for employees to use the card for business purposes only, proactively submit expense reports, and review their charges. In the event a fraudulent/disputed charge is noted, the employee must contact the Corporate Card provider or the vendor and communicate the issue immediately at which point the disputed transaction will be placed on hold. All disputed charges will be investigated by the Corporate Card provider with the merchant. During this investigation period, the employee should still continue with processing all expenses, even those disputed which are classified as a personal expense, that are imported on the expense report and advise their manager of the disputed charge in question. Once the issue has been resolved, if a credit is authorized and reported by the Corporate Card provider, the employee should process the credit on a current expense report utilizing the exact same expense category as the original expense to balance out the charge.

When leaving the Company, employees must return their CDK Corporate Card to their manager on or before their last day of employment. For involuntary terminations, it is the manager's responsibility to obtain the Corporate Card from the employee. Employees leaving the company must also ensure that all expense reports have been

submitted and all other Company assets have been returned. The exiting employee's manager is responsible for ensuring that the exiting employee's expense submissions have been processed immediately prior to the Employee's departure and that the credit card account is closed.

For CDK International, specific country guidelines may apply. Employees should consult their local HR or Finance representative for further guidance.

### Corporate Card Security

The employee whose name is on the CDK Corporate Card is responsible for all purchases on the card and ensuring their card number is not used by unauthorized persons. As such, the cardholder shall not share their card number with anyone other than their official designee or administrative assistant. In addition, the card should not be stored in an online account to which anyone other than the cardholder and their designee/administrative assistant have access. If a card is lost or stolen, it should be reported immediately to the contact number provided on the back of the CDK Corporate Card.

### Corporate Card Inactivity

If a CDK Corporate Card is inactive for a period of one year (12 consecutive months), the respective employee will be notified that the CDK Corporate Card account will be discontinued unless indicated otherwise.

### Expense Report Requirements

#### Responsibility

1. The employee shall only incur those expenses that are reasonable and necessary to conduct CDK business and is responsible for complying with the requirements of this Policy. Employees who do not comply with this policy may be subject to delay or withholding of reimbursement and disciplinary action, up to and including termination.
2. The manager reviews the expense report to ensure the expenses incurred were reasonable and in compliance with Company policy. The manager is as responsible as the employee that is submitting the expense report if they knowingly or recklessly allowed an expense claim to be submitted and may be subject to the same disciplinary action, up to and including termination.
3. CDK assumes no obligation for expenses that are not in compliance with this Policy. CDK also reserves the right to recoup amounts paid to employees that are subsequently found to be in violation of this Policy and as permissible by local law.

### Expense Report Submission

1. Employee's expense reports are to be processed using Concur.
2. Expense reports should generally be submitted no more than twice per month. To meet this guideline multiple trips may be combined on one expense report using the business purpose field to designate the trip.
3. Employees are responsible for reviewing all charges in Concur and identifying personal or fraudulent transactions and appropriately classifying each transaction.
4. Out-of-pocket expenses submitted more than 30 days following the date of the purchase may not be reimbursed, as permissible by local law.
5. Employees must submit oldest expenses by transaction date prior to submitting new expenses. Concur is configured to require employees to submit expenses that are greater than 35 days old before allowing new expenses to be submitted.
6. If the preparer role is delegated (e.g., to an administrative assistant), the employee is still responsible for the contents of the expense report.

### Expense Report Approval

Unless otherwise noted herein, it is the manager's responsibility to approve expense reports for their direct reports within three business days in order to ensure prompt reimbursement of any out-of-pocket expense.

Managers should review all receipts attached to expense reports for validity.

Exceptions, deviations or reimbursements for expenses that are not in compliance with CDK policies require preapproval from the CDK Executive Leadership Team (ELT) on the circumstances and rationale for the exception unless otherwise stated in this policy. For employee health and wellness-related exceptions, preapproval from the Human Resources Business Partner must be obtained. A copy of the preapproval must be attached to the expense report by the submitting employee. A member of the Global Controls and Compliance team may contact the manager or the employee, if needed, to obtain further understanding of the circumstances resulting in the noncompliant expense.

Expense reports not conforming to the criteria outlined in this Policy will be returned to the employee.

At no point should an employee use another's credentials to approve an expense report.

Approving managers may delegate their approval authority during periods of vacation, extended absence or medical leave. Approval authority must not be delegated to nonemployees, i.e., consultants, temporary contractors, etc. Delegating managers must ensure that employees who are granted the role of an expense delegate approver are of

the same level or higher. If delegated to the same level or higher, the delegating employee is no longer responsible for the content of the expense report. If an employee has an administrative assistant and the approver role has been delegated, the delegator is still responsible for the approved expense report.

## Travel

### Travel Alternatives

Business travel should only occur when there is a significant advantage or value for CDK and such business activities cannot be reasonably accomplished through conference calls, video conferencing, webinars or other alternatives. Individual trips or business entertainment should always be reviewed with your manager in advance of incurring the costs.

### Lowest Logical Cost

Travelers must always select the lowest logical cost option offered that meets the business objective and achieves the lowest total trip cost taking all expenses and options into consideration.

Travelers should support the CDK designated preferred suppliers whenever possible, unless a nonpreferred supplier offers the lowest logical overall cost. When comparing options, travelers should investigate and take into consideration all possible incremental ancillary service fees imposed by suppliers for special accommodations or changes/penalties and the fact that CDK negotiated rates may be inclusive of amenities and insurance coverage.

Employees must consider using alternate methods of transport such as, rental and or personal cars, trains, buses and also consider alternative dates and times offered, airports, connecting flights or stopovers in order to adhere to the CDK objective of lowest cost offered by CDK Travel.

### Frequent Flyer/Guest Programs

Employees may retain frequent flyer/guest program benefits. However, frequent flyer/guest preferences must not be the primary consideration when selecting and booking travel arrangements over lower cost options offered that meet the business objectives. Employees must not book travel or incur expenses for others with the intent of accumulating program benefits. Further, any costs associated with program benefits are not reimbursable.

### CDK Online Travel System and CDK Travel Agency

All CDK employees must use the designated CDK Online Travel System, where available, to book all authorized travel, including air, hotels and car rentals. This is due

to the significant cost benefit relative to a direct call to a CDK designated travel agency. Only when travel is complex, same day or multi-stop international, should an employee call the designated CDK Travel Agency for booking assistance. In CDK locations where a CDK Online Travel System is not available, all travel arrangements should be made according to the designated local travel agency.

Making business travel arrangements through any non-designated travel system or non-designated travel agency or internet booking source other than the designated CDK travel source is strictly prohibited, unless specifically mandated by a client for supporting their needs, for travel that is client billed or in instances where an employee is attending a conference and the conference has a negotiated hotel rate that is more cost effective than the CDK rate. If a booking is made outside the Online Travel System for the exceptions stated above, the employee should notify the CDK designated Travel Agency to add the travel details to an itinerary for security purposes.

Booking through the CDK designated Online Travel System or travel agency allows CDK to manage risk and traveler safety in the event of a travel emergency. In select countries where a CDK designated travel agency or booking source is unavailable, Employees should notify the Global Security Organization (GSO) of their trip to ensure the Company is aware of their whereabouts.

Employees must maintain the accuracy of their online travel profile at all times, including keeping their CDK Corporate Card and emergency contact information current.

Personal, leisure or non-employee travel not hosted by CDK may not be booked through CDK Travel.

Subject to manager approval, employees may extend a business trip for personal purposes, provided the trip cost does not exceed the anticipated cost of the business portion of the trip alone. In such instances, the employee should include sufficient documentation in Concur evidencing the pre-approval inclusive of any cost analysis that was performed.

### **Traveler Safety and Security**

Safety and security are of primary concern when CDK employees are traveling on Company business. All CDK employees must comply with the GSO's prescribed travel security and risk management processes and reporting requirements. CDK Employees should not authorize travel or travel to any location or country where a travel advisory not to travel has been issued by CDK or government officials. Travel advisories are posted on the CDK Travel and GSO websites.

If a traveler feels that there is a threat to his/her safety while traveling, the traveler should report this safety concern to CDK's travel management company, their own management and to the GSO. The GSO can provide site specific informational services to employees while planning travel along with additional resources to aid in their safety/security while traveling on Company business. Although booking travel through the designated travel agency provides visibility to manage risk, it is crucial for employees to immediately report any security incidents to the GSO so appropriate assistance and notifications can be made in a timely fashion.

## Airlines

### Advance Purchase

Whenever possible and only when travel is certain, employees should book airline travel at least 14 days in advance to ensure the greatest savings to CDK, unless specifically preapproved by the ELT.

Employees who frequently book airfares less than 14 days in advance or select fares that are not the lowest logical cost offered, make multiple changes, carry ongoing airline credits, exceed stated expense limits or continually and habitually book domestic travel through a live agent will be reported to CDK senior management.

### Airline Reservations

Travelers must select the lowest logical airfare within more or less than 2 hours of the required arrival time for domestic travel given a \$100 savings threshold and more or less than 4 hours of the required departure time for international travel given a \$500 savings threshold that meets the business objectives.

Nonrefundable tickets should be purchased, unless multiple changes are anticipated, as they generally represent the lowest fare option.

Cancellations and changes to flights should be minimized to the greatest extent possible. Employees are required to advise the designated CDK Travel Agency of all cancelled travel and should reuse unused and/or cancelled ticket credits as a priority towards booking new flights for future travel prior to the credit expiration, where applicable.

Employees may accept travel vouchers offered by airlines to entice travelers to voluntarily give up an airline seat provided that taking a different flight does not interfere with the business purpose of the trip or with scheduled work.

Certain airlines may require employees to pay a fee for a confirmed seat assignment. Such expenses will be paid by CDK as long as the selected seat is not considered an upgrade or is associated with priority boarding on an airline.

### NonRefundable Airline Ticket Policy

CDK Travel reserves the right to pool all unused nonrefundable credits for general use if still unused and not exchanged 60 days prior to expiration.

### Airline Class of Service

Generally, all flights must be booked in coach/economy class unless the following conditions exist:

- With ELT pre-approval, VPs (Letter Grade Executives) are allowed to book their roundtrip airfare in Business Class for international flights where at least one of the segments exceeds seven hours and occurs overnight for either the departure or arrival location. It is expected that the economic impact of the fare difference relative to premium economy is reasonable.
- Other Employees (non-letter grade executives) travelling internationally with a total scheduled flight time greater than seven hours are allowed to book their roundtrip in Premium Economy class if it is available. In certain circumstances, other employees may travel business class based on the criteria above for VPs with ELT pre-approval.
- ELT pre-approval can be obtained via email. It must include both the class of service and the estimated cost of the fare. A copy of the approval must be included in the expense report.

### Classes of Service Upgrades/Early Boarding/Priority Boarding/Seat Upgrade Fees

Classes of Service Upgrades/Early Boarding/Priority Boarding/Seat Upgrade Fees are personal expenses. This includes seat upgrades to premium economy seats when the above criteria are not met. Using accumulated points or frequent traveler program benefits to upgrade are allowable, but additional fees incurred for upgrading to a higher class of service are not reimbursable.

### Baggage

CDK will pay for the cost of one baggage item for general business travel that is five days or less in duration. With Manager pre-approval for a valid business reason, CDK will pay for more than one baggage item when travelling for less than five days (e.g. samples for a trade show or event). Employees may seek reimbursement for more than one bag for business travel exceeding five days with Manager approval. CDK recommends that employees use carry-on luggage whenever possible, especially on short business trips. Employees should provide an explanation of business use in the expense report when expensing multiple bags.

### Airline Club Memberships/Day Passes

CDK does not reimburse airline club membership and day passes to airline clubs (i.e. United Red Carpet Club or American Admirals Club) unless ELT preapproval is

obtained. The employee must include support of the ELT pre-approval with their expense report when submitting for payment.

### Airline Internet

For guidance on airline internet, please refer to the internet charges section under the Communications header of this policy.

### Lodging

Booking all hotel accommodations through the CDK Online Travel system or designated CDK Travel Agency ensures both the consolidation of CDK hotel volume and the ability to manage the safety and security of our travelers in the event of a travel emergency. On occasion, exceptions do exist with lodging and hotel accommodations and it may be warranted to book through other channels to obtain a lower or negotiated rate that is not visible through the CDK booking tool or accessible through the CDK Travel Agency. In the event, that a lower or special hotel rate is unavailable through the CDK Online system, either because it is a specially negotiated rate for a group or meeting, a supplier/client rate, a hotel promotional rate only available through the hotel direct, or a CDK-preferred rate that is not showing available due to high occupancy, high demand or seasonality, CDK travelers should:

- Contact the CDK-designated Travel Agency and challenge the agent to gain access to and book the lower rate on the traveler's behalf.
- If the agency is not able to secure and book the lower rate through the agency channels, CDK travelers may book the lower rate directly through the alternate/direct source, as long as they request that the CDK Travel Agency add the lodging information to the itinerary for travel management reporting in the event of a travel emergency. Further the employee must secure and include a screenshot or other support with the expense report to evidence that the rate selected is lower than the preferred rates options offered in the Concur system for equal quality accommodations.

Note: The GSO should assist in international hotel security assessments prior to travel.

### Preferred Hotels

The CDK Online Travel System and the designated CDK Travel Agency maintain a list of preferred hotels by city, including those with which CDK and the CDK Travel Agency have negotiated special rates. These preferred hotels should be prioritized by all employees in an effort to consolidate CDK Travel volume to select hotels. CDK has implemented hotel rate caps within Concur travel. If an employee selects a hotel that

exceeds the rate cap, a valid reason must be selected from the drop down menu within Concur travel.

### **Direct Bookings with Conventions/Conferences**

Employees attending externally sponsored conferences or meetings may stay at hotels/properties where such conferences or meetings are being held assuming the conference or meeting requires the employee to stay at that hotel/property. In the event that staying at the hotel/property is not required and is not a part of the cost of attendance for that conference or meeting, the employee should consider selecting a CDK preferred hotel if available and book through the CDK Online Travel System or CDK Travel Agency. The employee must include conference information and other support to qualify the expense for payment in Concur.

### **Direct Bookings with Group/Event or Customer Visits**

In the event of a special group meeting/event or customer visit, where preferred rates are prenegotiated on an event basis or related to special customer visits, employees should book direct or in accordance with the guidance provided by the meeting planner or client/supplier representative, while also communicating the hotel details to the designated CDK Travel Agency to be added to the trip itinerary. For business trips organized in conjunction with a CDK client, employees may stay at the same hotel or property as the client, but whenever possible, these accommodations should be arranged or documented on an itinerary through CDK Travel.

### **Room Size**

CDK reimburses for standard rooms. Room upgrades, e.g. a suite, are not reimbursable.

### **No-Show Charges**

When necessary, employees should cancel hotel reservations within the cancellation timeframe specified by the hotel. Employees should use the CDK Online Travel System or call the designated CDK Travel Agency to cancel reservations as soon as possible, or, where the cancellation deadline is imminent, contact the hotel directly.

Cancellation fees or “no-show” fees are not reimbursable unless outside the control of the employee in which case manager approval and explanation of the circumstances must be included in Concur.

### **Car Rental**

Employees will be reimbursed for the rental of up to a full-sized vehicle when renting for up to four travelers. Rentals of larger sized vehicles must be pre-approved by the traveler’s manager and evidence of the preapproval must be included with the expense submission inclusive of the reason for the rental of the larger sized vehicle.



When traveling for business and parking costs will be incurred, the employee should self-park their car instead of opting for valet service assuming there is not a medical necessity.

Employees should refer to specific country level guidance prior to renting a car as local restrictions may apply.

### **Refueling Rental Vehicles**

Rental vehicles should be refueled prior to return. Employees may not utilize rental car companies' prepaid option (buy the full tank, return empty).

### **GPS/ Satellite Radio in a Rental Vehicle**

GPS units and satellite radios are not reimbursable.

### **Traffic Tickets/Fines**

Traffic tickets or fines incurred when using a rental vehicle are not reimbursable and must be paid promptly.

### **Ground Transportation**

Employees are encouraged to use the most cost effective ground transportation selection with preference given to hotel shuttles, taxis and trains. Use of standard vehicles for ride share services (i.e., Uber, Lyft) are reimbursable. Hired car services (i.e., sedans, limousines) may only be used when any of the statements below are true:

- There is no taxi or shuttle service in the area
- The sedan or limousine service is comparable in cost
- There are safety concerns with other available methods
- When travelling internationally and there is a lack of awareness of country practices

Expenses associated with parking when commuting to CDK offices are not reimbursable. When traveling for business and parking costs will be incurred, the employee should self-park their car instead of opting for valet service.

Employees that incur parking costs while having a customer/client/prospect in their personal vehicle and are going to a business related activity need to include the name of the client in the comments field of the expense entry in order for it to be payable by CDK.

Employees should consider off-site airport parking when travelling for more than three days.

Note: CDK GSO can assist in recommending ground transportation options and assessments when traveling internationally.



## **Visas/Passports/Photos and Travel Immunizations**

Expenses for travel that requires passport, visa issuance and/or travel immunizations are reimbursable by CDK.

## **Other Expense Types (Not Addressed Above)**

### **Communications**

Employees will be reimbursed for reasonable business-related communications expenses per the guidelines established below. However, employees should review specific country-level guidance for additional communication-related information as specific restrictions will apply in some instances.

### **Hotel Communications – Phone/Internet**

Most hotels offer free internet service. However if this is not the case and an employee needs connectivity for business purposes the charges are reimbursable. The employee must include the hotel receipt that includes the breakout of the internet charges.

Telephone call charges for business related purposes made from a hotel are also reimbursable but should generally be avoided. Employees should use the preferred method in their resident country. Similar to internet, a hotel receipt for telephone charges should be included with the expense report.

### **Wi-Fi/Internet Charges**

Internet access charges while on approved business trips are reimbursable. Wi-Fi in flight and airport internet charges are reimbursable at manager's discretion.

Payment of occasional internet usage from an employee's home is prohibited. Home internet is reimbursable with management approval.

### **Cellular/Wireless**

In situations where an employee does not have a CDK device they are permitted to obtain reimbursement based on local country guidelines.

### **Gratuities/Tips**

Gratuities/tips should be customary, reasonable and commensurate with the services provided. For meals, gratuities/tips should not exceed 20 percent of the total meal amount.

### **Foreign Exchange**

All business expenses claimed via Concur shall be submitted using country-functional currency, and converted at actual exchange rate for expenses incurred abroad.

When using the CDK Corporate Card, the actual cost of the business expense translated into your functional currency will be automatically provided and shall be used to claim back the underlying expense. When not able to use the CDK Corporate Card and in case the employee incurs a foreign exchange difference between expense incurrence and expense claim, then this difference can be claimed back with supporting documentation.

## Meals

When there is more than one person in attendance at a business meal, the employee requesting reimbursement must include all attendee names, titles, relationship to CDK and the nature and purpose of the event. Attendees include employees, customers and prospects. Spouses require ELT preapproval if payment is requested.

Meals should be classified in one of the categories identified below:

### Individual Employee Travel Meals

Individual employee's meals are reimbursable if an employee is travelling on Company business. The general premise for meal payments is that an employee should not incur meal related expenses if they spend the night at their home location. Employees will be reimbursed for the actual costs of breakfast, lunch and dinner. Limits are set at the country level. Per diems are prohibited unless billable to the client or required in accordance with local law. Employees will not receive reimbursement greater than the maximum daily amount allowed based on country level guidance. Employees will not be reimbursed for meals while working from home or when commuting to and from the office or client location. Employees that work beyond normal working hours can have a meal reimbursed at their Manager's discretion.

### Group Employee Travel Meals\*

When two or more CDK employees' are traveling together, the most senior level employee in attendance must pay for the meal. This category does not include employee entertainment related activities and is specifically for employees traveling together for business and attending meals together. If a group of employees are traveling together and are at the same level (e.g. peers), then one employee must expense all charges associated with a given meal (e.g. dinner). Alternatively, the employees may opt to request individual checks and expense only their portion of the meal. Employees will not receive reimbursement greater than the maximum daily amount allowed for individual employee travel meals based on region level guidance included in this policy.

### **Employee Business Related Meals and Entertainment\***

This category includes situations where a group of CDK employees are engaging in a team building or other offsite activity or if they are having a group meal that is not associated with travel. The most senior level employee or in certain instances their administrative assistants are responsible for expensing the entire amount of the entertainment event. On the day of the event, no other employee attending the event may submit expenses associated with the event. Please refer to the country policy guidelines for the recommended spending limits for entertainment related expenses. For North America employees, refer to the CDK Meeting & Events policy for events with more than 10 employees and when a contract needs to be signed.

### **Catering and Meals on Premise\***

This category should be used for CDK employees only. When business needs require meals in conjunction with an on-site business meeting such meals are reimbursable by the most senior level employee in attendance at the meeting. Administrative assistants may at times be responsible for organizing catering for a meeting in which case the meals may be expensed by this employee. CDK employees are requested to exercise prudence when catering such meals and utilize the preferred CDK office protocol for catering the meal (e.g. certain CDK locations have an on-site cafeteria and catering is expected to be performed utilizing the same vendor that supports the cafeteria assuming they are operating at the time of the meeting). Working meal costs are permitted in the rare cases when an employee is required by their management to work through a meal, i.e., training, special projects, on a weekend or holiday. The most senior employee in attendance or an administrative assistant must expense the cost of the meals for the entire group.

When catering large events (less than 50 people), the organizer should include a detailed description of the event in Concur in addition to an invitation list (e.g. Outlook screen shot) along with their expense submission. For catering events of greater than or equal to 50 people, the P-Card should be used (refer P-Card policy).

The same per meal limits apply as are applicable to individual employee meals.

\*Expectation is for the highest ranking employee to charge the meal. In certain instances, ELT members may delegate this role to a VP.

### **Third Party Business Meals and Entertainment**

CDK encourages all employees to exercise and use good judgment when incurring entertainment expenses while on Company business. Reimbursement for reasonable and legitimate expenses will be made to employees when entertainment and related business expenses are incurred when entertaining clients or prospective clients of CDK.

Such activities must include a business-related discussion before, during, or after the entertainment event. The desire to obtain prospects and/or the intent to maintain an existing business relationship is an objective that has a clear business purpose and can be described as such in Concur. Taking clients to an adult entertainment venue and seeking reimbursement is strictly prohibited. See the country policy guidelines for specifics on limits. Attendance of any nonemployee (e.g. spousal equivalent) to a meal should be categorized as a personal charge on the expense report unless express pre-approval has been received from an ELT member.

Employees must always adhere to CDK's Code of Business Conduct & Ethics, CDK's Anti-Bribery and Corruption Policy, CDK Meeting and Events Policy and other policies as applicable.

At no time can a CDK employee give a client a gift card or cash. Refer CDK's Anti-Bribery and Corruption Policy for further guidance.

## **Professional Memberships and Job-Related/Required Licenses**

### **Professional Memberships and Job-Related Expenses**

Dues to business organizations may be charged to the CDK Corporate Card and are eligible for payment. CDK will reimburse employees for membership fees in approved professional, job-related organizations, trainings, professional examinations to achieve designations, and for licenses necessary to perform specific CDK job functions through the CDK Corporate Card payment process.

### **Books, Magazines, Newspapers, Online Subscriptions**

If an employee requires periodicals or trade journals to support his/her business needs, he/she should contact Procurement to obtain these job-related subscriptions at CDK-negotiated rates. The payment for such services should not be paid using the CDK Corporate Card or Concur expense. In limited circumstances, if CDK Procurement cannot provide a more suitable alternative, the employee may use their CDK Corporate Card but must include an explanation in the comments field in Concur. Newspapers and current affairs magazines/publications (i.e. Wall Street Journal, New York Times, etc.) are not reimbursable expenses.

### **Charitable Contributions**

Charitable contributions/donations should never be paid for using the Corporate Card and may not be expensed using Concur. Charitable contributions are subject to prior approval by the Anti-Bribery Committee, as described in the Anti-Bribery and Corruption policy.

## Gifts

### Flowers and Small Gifts

Flowers and gifts for condolences, congratulations, etc. are reimbursable provided that they are for a CDK employee or the employee's immediate family and have been approved by a manager. Gifts should not exceed \$100 and the name of the recipient of the gift and relationship to CDK must be stated in Concur when submitting for reimbursement. Country level guidance on limits should be followed. For client or other non-CDK affiliated gifts refer to the requirements included in the Anti-Bribery and Corruption Policy.

### Gift Cards

Gift cards cannot be purchased on the Corporate T&E card. At no time, can a CDK employee give a third party a gift card, cash or cash equivalent, as such gifts are a violation of the Anti-Bribery and Corruption Policy.

### Non-employee Travel

Non-employees include, but are not limited to, contractors, clients, guests, suppliers, trade partners, interviewees and recruits. CDK may reimburse non-employees who are either required or requested to travel by CDK for Company related business when CDK is sponsoring such travel.

All non-employee CDK business related travel must adhere to this Policy, as well as the CDK Global Code of Business Conduct and Ethics and Anti-Bribery and Corruption Policy and all other policies as appropriate.

The designated CDK Online Travel System and designated CDK Travel Agency are available for use by authorized nonemployees who plan to travel more than 2 times a year. However, nonemployees are not authorized to use a CDK Corporate Card and will not be given access to the Concur Expense system.

For sponsored non-employees that intend to travel one to two times annually, a manager or employee designee should contact the CDK-designated travel agency to make travel arrangements for the non-employee.

For sponsored non-employees that intend on traveling more than two times a year, a CDK authorized travel profile request form must be submitted by the sponsoring CDK manager in advance of a nonemployee booking travel through the CDK online booking site or designated agency. All nonemployee travel must be preapproved by the designated CDK manager prior to ticketing.

### Office-Related Supplies, Courier, Postage, Freight and Print Services

Office-related supplies may not be purchased using the CDK Corporate Card or



expensed through Concur unless there is an emergency and should generally be routed through procurement channels. Similarly courier, postage, freight and print services should also not be purchased using the CDK Corporate Card unless there is an emergency and should generally also be routed through procurement channels. Employees should also refer to the P-Card policy for such purchases.

### Personal Vehicles

CDK may at times authorize the use of an employee's personal vehicle for transportation while on Company business. When authorized, the employee may be reimbursed for incremental mileage, as permissible by local law. Incremental mileage refers to mileage in excess of regular commuting expenses between the employee's home and office locations. Mileage expense takes into consideration and includes the expense for fuel, oil, maintenance, car cleaning, washing and wear and tear. Employees that receive a car allowance or are on the fleet program cannot submit mileage for reimbursement. Tolls and parking are not included in the mileage rate and can be submitted for reimbursement. Tolls and parking are reimbursable when an employee is on a business trip and driving provides the lowest logical cost option. CDK reimburses employees for actual tolls and does not reimburse for auto replenishments for toll transponders.

Employees will not be reimbursed for the cost of using a personal vehicle that exceeds the cost of a rental car or other commercially available means of travel. Employees using their personal vehicle for business trips must maintain the minimum personal injury and property damage liability coverage required by the state in which the employee resides. Insurance cost of personal vehicles is not reimbursable.

Reimbursement for the use of a personal vehicle is based on actual mileage/kilometers driven. The mileage/kilometer reimbursement rate is automatically calculated by Concur and varies for U.S., Canada and International due to local, tax and reporting requirements. These costs are adjusted periodically in Concur by CDK Finance. When seeking reimbursement for mileage, employees must utilize Concur's mileage tracking application to determine the correct mileage driven to and from business locations (in excess of an employee's normal daily commute) for each day for which reimbursement is being submitted.

Traffic tickets or fines incurred when using a personal vehicle are not reimbursable.

Expenses associated with parking when commuting to CDK offices are not reimbursable.

Employees should also consult their local country guidelines prior to utilizing their personal vehicle for business purposes.

## Loans, Advances and Allowances

Per the CDK Code of Business Conduct and Ethics Policy, loans and advances to CDK Employees are strictly forbidden except as required by local law.

Where advances or allowances to employees are required by local laws, approval must be obtained from the employee's respective CDK Global segment CFO. The employee should then include the segment CFO's pre-approval in Concur.

## Laundry

Laundry/dry cleaning expenses can be reimbursed when the business trip exceeds five nights or there are unusual circumstances, and a manager has approved.

## Client Billable Expenses

In certain instances, CDK employees work on clients/customers where their expenses are client billable. In such instances CDK employees should ensure they are in compliance with the requirements of our clients. Noncompliance to client policies can result in loss of clients and pose significant reputational damage to CDK.

When submitting such charges in Concur, the employee must include the name of the client in the Client/Customer Name field and select the client billable box so the charges will be billed to the client.

## Receipt Requirements

Receipt requirements as provided in the region specific section of this policy or as mandated by legal/regulatory requirements must be included in Concur. Employees are required to enable the e-receipts functionality in Concur.

## Prohibited Expenses

The following expenses that are not stated in other sections of this policy are considered prohibited and will not be reimbursed by CDK:

- Any personal expense that is unrelated to business travel
- Frequent Traveler programs (e.g. TSA Pre-check, Global Entry)
- Betting, lottery, wagers, or liquor stores
- Dating, escort services, counseling, massage parlors, health and beauty spas, adult entertainment clubs or computer dating
- In-room movies, in-flight movies/TV or cable television
- Software or hardware of any kind
- Kennel or pet-sitting services
- Leisure travel booking fees
- Locksmith fees for Company provided, personal or rental cars



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- Annual reward program fees
- Lost or damaged personal items
- Any employee incentive (e.g. bonus payments)
- Off-site health club fees
- Fast Track, Early Boarding, and Early Bird Check-In

### **Expense Audits**

CDK has an expense review process and will contact the employee if any discrepancies are noted. Any employee who violates this Policy may be subject to disciplinary action, up to and including termination.

## **4.0 Data Protection**

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To the extent that personal data is collected and/or processed relating to this document, the data will be handled pursuant to CDK's Global Privacy Policy found on CDK's Portal.

## **5.0 Enforcement/Penalties for Violation**

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It is the personal responsibility of each CDK employee to comply with this Policy. Any employee who violates this Policy may be subject to disciplinary action, up to and including termination of employment.

## Appendix A - CDK North American Guidelines

Regional policy guidelines MUST be read in conjunction with the CDK Global Guidelines.

### Meals and Entertainment

#### Individual Employee Meals

Individual employee meals will be reimbursed for the actual costs of breakfast, lunch and dinner, inclusive of gratuities, up to the limits provided in the table below. Employees cannot exceed the limits on any given day without Manager approval. Meal averaging is allowable for instances where an employee decides to purchase groceries to prepare their meals with detailed description included in Concur expense.

Location*	Breakfast (guideline)*	Lunch (guideline)*	Dinner (guideline)*	Meal limit (cap)*
<b>Tier 1 locations</b> – Atlanta, Boston, Chicago (excludes Hoffman location), Dallas, Denver, Honolulu, Houston, Los Angeles, Miami, Montreal, New York City and its boroughs, Philadelphia, Phoenix, Portland, State of California, Seattle, Toronto, Vancouver, Washington D.C. Denver and International Travel	\$15	\$20	\$40	\$75
<b>Tier 2 locations</b> – All other (including Corporate HQ in Hoffman Estates, IL)	\$10	\$15	\$25	\$50

\*US\$ Equivalent

#### Employee Entertainment and Business Meals

The following guidelines should be adhered to:

	Employee Entertainment – Breakfast*	Employee Entertainment – Lunch*	Employee Entertainment – Dinner*
<b>Meal guideline per employee – US\$ Equivalent w/in North America**</b>	\$25	\$25	\$50

\*US\$ Equivalent

\*\*Meal limits are excluded when client billed however CDK encourages employees to be reasonable and act in the best interest of our customers. In client billed situations, employees should obtain feedback from the customer on their policies for meal reimbursements and align with those requirements

North American employees travelling to CDK International locations or India should use the meal limits as prescribed in Appendix B and C of this policy.

Employees should consult the Meeting and Events policy for activities involving more than 10 employees and the signing of an agreement/contract with a third party vendor (e.g. hotel).

### Car Rental

Employees should book the designated preferred rental car supplier when offered and available to ensure appropriate insurance coverage.

CDK preferred car rental agreements include collision, damage, theft (“CDW”) and liability (“LDW”) insurance when renting cars in the U.S. and Canada and therefore must be declined if offered by the preferred car rental agency.

Car rentals outside of North America or car rentals booked with a non-preferred supplier when the preferred supplier is not available do not include CDW or LDW insurance and employees must accept insurance coverage under these circumstances. CDW and LDW insurance fees are reimbursable when renting outside of North America or with a non-preferred supplier if a preferred supplier was not available.

Employees who receive a fleet vehicle are generally not eligible for car rental in their home market. Employees in the fleet program may rent a car if they are traveling by air for business related purposes. For a copy of the fleet program policy contact CDK Procurement.

### Car Rental Accident Reporting Procedures

In the event of an accident during a business related rental period, the CDK traveler, without admitting guilt, must:

- File a police report
- Obtain insurance information from all parties involved
- When exchanging insurance information, CDK travelers should provide the car rental agency insurance information, name and contact information of the car rental agency and rental confirmation number listed on the rental agreement to any affected third parties involved in the accident (rental agreements are typically found in the glove compartment of the rental car).
- Notify the car rental agency and complete an Accident Claim Form as soon as possible.
- If the accident involves serious injury, death or may result in a lawsuit, the employee or their manager must also notify CDK Risk Management and their CDK Manager as soon as possible.
- Employees should contact their Human Resources Business Partner if they incur medical expenses associated with a car accident while on a business trip. Employee health benefits apply in these cases.

## Other Expense Types

### Communications

If a cellular phone is required for business purposes, Employees are encouraged to participate in the CDK Corporate Paid Wireless Plan and should refer to the CDK Mobile Device Policy.

Reimbursement to employees not participating in the CDK Individual Expense Wireless Plan is based on actual amounts not to exceed US\$75 per month and should be submitted monthly via Concur. Any remaining balance above the maximum is considered a personal liability and will not be reimbursed. Such charges may not be charged on the CDK Corporate Card.

### Home Phone

With Manager approval, the business portion of home phone and home internet is reimbursable for employees up to \$75 with valid business reason. Employees should include a copy of their invoice with their expense report.

### Office Related Supplies and Print Services

In the event of an emergency, the employee should purchase their office related supplies and print services from Staples.

### Lodging Tips/Gratuities

Employees may decide to leave a tip for hotel services. However, lodging-based tips should be reasonable and not exceed US \$5 per day.

### Ground Transportation

Ride shares (e.g. Uber, Lyft) are reimbursable.

Employees should reach out to CDK Procurement if incurring mileage that is on average on a monthly basis greater than \$800 in the U.S. and \$1,000 in Canada. At \$800 in the U.S. and \$1,000 in Canada, it is more cost effective for CDK to consider including the employee in the CDK Fleet program.

When a CDK provided vehicle undergoes the need for repair and/or maintenance, the employee should consult the fleet program policy or contact their fleet program administrator to determine the best way to resolve the issue. If advised to use the Corporate T&E card, the employee submitting the expense report should include approval from the fleet program administrator.

### Toll Charges

Toll charges for employees not on the fleet program if related to business travel that is outside of their normal commute, are reimbursable at actual amounts incurred. Auto-replenishment on transponders (i.e., 407ETR, E-ZPass, I-PASS, etc.) are not reimbursable. Tolls should be expensed on a per trip basis.

## North America Group Travel

When 10 or more employees are travelling to the same destination for the same business purpose and an external event supplier agreement needs to be signed before the trip, the CDK Meetings and Events Policy guidelines will apply.

See the CDK Meetings and Events Policy or the designated CDK Meetings and Events supplier for guidance and support on sourcing, contracting with third party event suppliers and managing external meetings and events.

## NonEmployee Travel

When booked through CDK Travel, whether online or offline, the designated CDK Travel Agency will charge the hosted CDK airline travel expense to a central business travel account (“CTA”) and charge back to the authorized CDK cost center.

Any other travel arrangements (lodging, car rental) made for an authorized nonemployee hosted by CDK that cannot be centrally billed but instead are paid or prepaid by the nonemployee or manager should be submitted to CDK as part of an invoice for their services and expensed in accordance with CDK accounts payable and procurement procedures or expensed through Concur in the event a manager is covering the additional travel expenses..

CDK managers or designees may prepay hotel and ground transportation expenses on behalf of authorized and sponsored non-employees on their CDK Corporate Card, and submit for payment via Concur.

## Expense Report Requirements

All expenses greater than \$75 require detailed receipts. Credit card feeds/statements are not considered a valid receipt. Expenses in the following categories regardless of amount also require a detailed receipt:

- Employee Gifts
- Telecommunications
- Non-Employee Gifts
- Expenses that for any reason were not charged to the Corporate Card
- Other

For business meals and entertainment expenses, in addition to the above requirements, the following documentation is required and must be included on the expense report:

- Name of individuals present, their titles and Company name
- Specific business topic discussed

Due to regulatory requirements in Canada, Canadian employees are encouraged to provide as much commentary as possible on their Concur expense reports on business purpose of the trip; however the receipt requirements are same as stated above.

## Appendix B - CDK International Policy Guidelines

### Scope

The CDK International Policy guidelines vary by country. Therefore CDK International employees should read the CDK Global Policy as minimum requirements, refer to Appendix B for meal limits and refer to local country guidelines for additional details. Local country guidelines are available in each country's local SharePoint.

### Expense Type

#### Meals and Entertainment

Employees should consult their country addendum to understand individual meal limits in their specific country for in-country travel. In case of international travel, employees should use the meal limits for the relevant destination country as set out in the table below unless your home country provides daily allowances/per diems for tax, business, and legal reasons. In such instances limits set-out in your specific country addendum should be followed.

If you are travelling to a country where per diems are provided and you are not on the payroll of that country you should use the limits as set-out in the table below, and will not be entitled to claim per diem.

Unless otherwise required by law, employees entitled to a per diem allowance will not be permitted to claim additional expenses for items to which the per diem allowance applies.

Destination Country	Breakfast	Lunch	Dinner	Max Limit (LCY)
<b>Australia</b>	AUD 10.00	AUD 20.00	AUD 25.00	AUD 55.00
<b>Austria</b>	EUR 7.20	EUR 14.40	EUR 14.40	EUR 36.00
<b>Bangladesh</b>	USD 11.00	USD 14.00	USD 30.00	USD 55.00
<b>Belgium</b>	EUR 7.50	EUR 12.5	EUR 30.00	EUR 50.00
<b>China - Mainland</b>	RMB 40.00	RMB 100.00	RMB 100.00	RMB 240.00*
<b>China - Taiwan</b>	TWD 240.00	TWD 480.00	TWD 485.00	TWD 1,205.00
<b>China – Hong Kong</b>	HKD 60.00	HKD 125.00	HKD 125.00	HKD 310.00
<b>Czech</b>	Kč 150	Kč 150	Kč 500	Kč 800
<b>Denmark</b>	DKK 150	DKK 200	DKK 375	DKK 725.00
<b>Dubai</b>	AED 50.00	AED 75.00	AED 125.00	AED 250.00
<b>Estonia</b>	EUR 4.00	EUR 7.00	EUR 20.00	EUR 31.00

<b>Finland</b>	EUR 10.00	EUR 10.00	EUR 30.00	EUR 50.00
<b>France</b>	EUR 10.00	EUR 18.30	EUR 18.30	EUR 46.60*
<b>Germany</b>	EUR 10.00	EUR 15.00	EUR 25.00	EUR 50.00
<b>Guam</b>	USD 11.00	USD 14.00	USD 30.00	USD 55.00
<b>Ireland</b>	EUR 10.00	EUR 10.00	EUR 35.00	EUR 55.00
<b>Italy</b>	EUR 5.00	EUR 20.00	EUR 32.00	EUR 45.00**
<b>Japan</b>	JPY 1,000.00	JPY 1,500.00	JPY 3,000.00	JPY 5,500*
<b>Korea</b>	KRW 10,000.00	KRW 20,000.00	KRW 25,000.00	KRW 55,000*
<b>Kuwait</b>	KWD 4.00	KWD 6.00	KWD 10.00	KWD 20.00
<b>Malaysia</b>	MYR 30.00	MYR 54.00	MYR 96.00	MYR 180*
<b>Mexico</b>	MXP 75.00	MXP 150.00	MXP 125.00	MXP 350.00
<b>Netherlands</b>	EUR 7.50	EUR 12.5	EUR 30.00	EUR 50.00
<b>New Zealand</b>	USD 11.00	USD 14.00	USD 30.00	USD 55.00
<b>Norway</b>	NOK 185	NOK 245	NOK 460	NOK 890.00
<b>Portugal</b>	EUR 5.00	EUR 15.00	EUR 15.00	EUR 35.00
<b>Singapore</b>	SGD 10.00	SGD 18.00	SGD 32.00	SGD 60.00*
<b>South Africa</b>	N/A	ZAR 60.00	ZAR 190.00	ZAR 250
<b>Spain</b>	EUR 5.00	EUR 17.50	EUR 17.50	EUR 40.00
<b>Sri Lanka</b>	USD 11.00	USD 14.00	USD 30.00	USD 55.00
<b>Sweden</b>	SEK 75.00	SEK 90.00	SEK 300.00	SEK 465
<b>Switzerland</b>	Fr. 10.00	Fr. 15.00	Fr. 25.00	Fr. 50.00
<b>Thailand</b>	THB 325.00	THB 495.00	THB 500.00	THB 1,320*
<b>Other South-East Asia</b>	USD 7.00	USD 13.00	USD 24.00	USD 44.00
<b>UK/N. Ireland</b>	£7.50	£7.50	£30.00	£45.00
<b>USA</b>	\$10.00	\$15.00	\$25.00	\$50.00

\* Please note that if the hotel provides breakfast then the maximum amounts that can be claimed are:

China RMB 200
Japan JPY 4,500
Korea KRW 45,000
Malaysia MYR 150
Singapore S\$50
Thailand THB 995
France EUR 36.60

\*\*Max amount cannot be exceeded.

### **Expense Report Requirements**

Valid receipts, that support the validity of the expense claim, should be submitted with the expense report for all expenses.

## Appendix C - CDK India Policy Guidelines

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### Scope

CDK India Policy guidelines apply to all CDK India Employees and must be read in conjunction with the CDK Global Policy guidelines. The CDK Global Policy guidelines must be read as minimum requirements. This policy is applicable to all CDK India employees. Any exception to these rules is only allowed in case of specific approval from Finance Head / MD.

### Travel

#### Philosophy

Client meetings, deputations, trainings, and business meetings may require Employees to travel. The policy lays guidelines/procedure for smooth International and Domestic travel.

### Travel Booking Procedure

#### Domestic Travel

##### Mode of Travel

CDK (through its travel agency) will arrange for travel either by air or rail as appropriate for Employees traveling on business trips within India. Travel by road is strictly prohibited. An exception to this needs to be obtained by Function Head/ Business Head/ HR Head in advance, wherein the destination is not connected by Air/ Rail.

Air travel will be arranged in Economy class and Train arrangements will be made in Air-conditioned class.

##### Ground Transportation

Transportation is provided by the organization when Employees are required to travel for business reasons. Transport including transfers/journey to and from the airport/station and hotel/guest house to office and back is arranged by the organization. CDK will arrange transport such as car/shuttle on sharing basis, in case more than one CDK Employee travels to the same location.

Employees need to book the transport by following the Procedure for Travel booking. All Employees are eligible for Three Box Car/Sedan.

### Accommodation

Business hotels/guest house/service apartments are arranged for all Employees who travel. CDK arranges for the Employees stay at one of the selected hotels that has a business relationship with the organization or the organization's guest house. Hotel bills are to be settled by the Employee directly using their Corporate Credit Card. Only in exceptional circumstances, where the Employee is rarely expected to travel and does not possess a corporate credit card, the admin team can ask the hotel to Bill to Company directly. Admin will make sure that they seek advance approval from Finance.

### Expense Reimbursement

CDK India reimburses Employees for basic meals and miscellaneous expenses. Employees are entitled to claim expenses on actuals and are required to produce bills/vouchers to support the claim. The guidelines for allowable expenses are -

- Meals, telephone expenses, out-of-pocket expenses such as beverages, snacks, newspaper, laundry, portage, etc.

Alcohol, tobacco and cost of other personal preference items are not allowed.

### Eligibility Criteria

- Employees at G1-G4 grade level are entitled to reimbursement of actual expense subject to maximum amount of INR 1,000 per day.
- Employees at G5 and above grade levels are entitled to reimbursement of actual expenses subject to maximum amount of INR 2,000 per day.
- Employee is not entitled to claim reimbursement of expenses, if the organization is conducting seminars/conferences/training programs arranges breakfast/lunch/dinner.
- Employees are required to produce bills/vouchers etc. to claim reimbursement. Except for some petty expenses, reimbursement will not be made, unless supported by proper bill / voucher.

### International Travel

#### Mode of Travel

The organization will arrange for Employees traveling on International business trips outside India.

Eligibility for mode of International travel:

Grade/Level	Country	Class of Travel
G1 – G4	All countries	Economy
G5 – G7	All countries	Economy for below seven hours flight time Premium Economy for above seven hours flight time

To facilitate smooth international travel for all Employees, the below mentioned guidelines are applicable:

- First time travelers are to travel on weekdays and land in U.S. on working days/hours.
- Tickets to be issued only after finalization of the travel plan and visa receipt except specific approval from BU Head.

### Ground Transportation

Transport including transfers/journey to and from the airport and apartment/hotel to office and back is either arranged by the organization or reimbursed (where public transport like bus/train is available), as appropriate. CDK will arrange transport such as car/shuttle on sharing basis, in case more than one CDK Employee travels to the same location. All Employees are entitled to 3 Box Car/Sedan.

**Note:** Wherever possible, CDK will arrange for shuttle service with the hotels for hotel-office-hotel transfers. At locations where we do not have any such tie-ups, Group Manager should work with the BU counter-parts and work out suitable arrangements which may include the option of self-driven cars (hired) where applicable.

### Guidelines when Employees self-drive vehicles during international travel

The following guidelines are applicable in case the Employee prefers to self-drive vehicles while on international travel:

- Email approval of the Group Manager is required allowing the Employee to self-drive vehicles. Employees at Group Manager or at a higher designation should take the approval from their immediate manager.
- Employees should be familiar with the laws / regulations (including safety norms to be followed & penalties for violation) related to travel in the destination location.
- The Employee should carry all mandatory documents necessary for driving. (Ex: valid international driving license in the destination location).
- CDK is not responsible for any violations/damage which might result due to incidents ranging from rash driving / traffic signal violation / drinking and drivingscenario etc.

Employee safety is of prime concern to CDK and Employees are expected to drive the vehicles safely. S/he will be responsible for any unfortunate incident which might occur due to self-driving of the vehicles. CDK will not have any legal liability for any such situations.

### Meals / Reimbursements

Employees in all grades are entitled to reimbursements for meals, local transport, telephone expenses, out-of-pocket expenses such as beverages, snacks, newspaper, laundry, portage etc. Alcohol, tobacco and the cost of other personal preference items are not taken into consideration in determining limits and are not claimable as per company policy.

#### **Per Day Limit: \$50 or actual cost – whichever is lower**

If an Employee decides to make bulk purchases of packaged foods / grocery at the start of the trip for an amount higher than the per day limit, he/she can do so, subject to the overall entitlements for the period of stay of that trip. All expenses are to be made using the corporate credit card.

#### **Employees are required to produce bills/vouchers to support the claim**

### Allowance for weekend travel

If the Employee is required to stay in the international location over the weekend which falls in between the duration of work while s/he is on international travel, the Employee is entitled to claim reimbursement of regular entertainment / travel on actual cost as an additional benefit to enable any personal travel / entertainment during the weekend. All expenses are to be made using corporate credit card.

#### **Per Weekend Limit: \$100 / actuals – whichever is lower**

Regular entertainment covers theatres, movies, sightseeing, local transport etc. It does not cover alcohol, tobacco, visit to prohibited areas etc.

#### **Employees are required to produce bills/vouchers to support the claim**

To avail the benefit:

- The Employee should have been working in the international destination on the Friday preceding the weekend when they were on international travel and should be working on the following Monday.

**Example:** An Employee travels from India to US on July 18<sup>th</sup> 2016 (Monday) and is required to stay till t July 31<sup>st</sup> (Sunday). In this case, the Employee is entitled for 100 USD only for the weekend falling on the 23<sup>rd</sup> – 24<sup>th</sup> of July. S/he cannot avail the benefit for the weekend falling on 30<sup>th</sup> - 31<sup>st</sup> July, as s/he has not worked in the US on

the following Monday i.e. 1st August 2016.

### Travel insurance

CDK Employees are covered by overseas Travel Insurance while travelling abroad to cover any untoward medical or financial emergencies they may face while travelling. This insurance covers baggage loss and financial aid during the hospitalization.

### Travel Kit Documents

Employees travelling will be facilitated with a travel kit which consists of all the essential travel documents. The travel kit is issued at least 48 hours prior to the date of travel.

### EXCEPTIONS

Any exceptions to the policy will be handled on a case-to-case basis with the approval of MD/ Head HR/ Head Finance.

### *Other Travels*

#### Relocation Travel & Transfer

For detailed guidelines, please refer to the CDK India Employee Handbook.

#### Deputation

For detailed guidelines, please refer to the CDK India Employee Handbook.

### *Team Bonding Expenses*

### Philosophy/Preamble

CDK believes that happy Employees are the key to productivity. Hence it makes provisions for conducting team bonding activities aimed at enhancing team effectiveness.

### Guidelines

- Rs.5,000 per Employee per year can be utilized for team building activities.
- There is a need for maintaining internal equity across all the units.
- The headcount is based on month end headcount for each of the units.
- The discretionary budget amount will be accrued and can be utilized within the financial year.
- The units should not cross-charge any expenses directly from their respective business unless the cost is directly incurred by visitors from the client end.

- The expenses that can be covered under the discretionary budget will be for Employee welfare and can be used for fun activities, team outings, quick rewards, picnics, etc.
- Cross charges for certain expenditure is permitted and this should be routed through the India Finance team for control. Cross-charges are permitted only for the following types of expenses:
  - All Employees meet organized by client managers.
  - Lunch/dinner expenses incurred by client managers/ambassadors.  
The unit may at its discretion wish to absorb expenses within the overall budget of Rs.5,000 per Employee per year.
- Expenditure incurred on alcohol and related beverages will not be reimbursed.
- No Cash awards can be paid out to Employees under this budget  
The following activities and expenses will be managed centrally:
  - CDK Company Day celebrations
  - CDK Family Day Celebrations