



**StandardAero**

# Travel and Business Entertainment Policy

**Highlights**

# Purpose

- To communicate guidelines and establish procedures for individuals incurring or approving travel and business expenses.
- To provide standardized guidelines for all business travel and entertainment across all sectors, business units and functions.
- To ensure transparency, consistency, and compliance for travel and business expenses.

# Principles



- Expenses for travel and entertainment must be directly related to, or associated with, the active conduct of company business.
- All travel and entertainment activities must reflect the highest standards of honesty, integrity and fairness, and avoid the appearance of misconduct or impropriety in accordance with the Code of Ethics.
- Employees should neither lose nor gain financially as a result of business travel.
- Common sense and good business judgement should be exercised when traveling for business.
- This policy applies to all employees of StandardAero subsidiaries and affiliates who incur travel and other expenses on behalf of the Company.
- Exceptions to this policy will be granted infrequently and must be approved by executive management.

# Approval



- Travel must promote or further advance the company's business interest.
- The Travel Authorization Form is required in advance for travel by all employees. This form documents travel approval, ITX requirements, international documents required, approval for cash advances and any other special requests. The travel authorization form must be approved as required, prior to travel.
- The Travel Authorization form is available on Portal and will be provided to Administration and Finance representatives at each location.
- Questions on the Travel Authorization Form, contact:
  - **Kim Hooke, (204) 987-8860, [Kim.Hooke@standardaero.com](mailto:Kim.Hooke@standardaero.com)**
  - **Lynn Sargent (480) 377-3124, [Lynn.Sargent@standardaero.com](mailto:Lynn.Sargent@standardaero.com)**

# Management Responsibilities



- Managers are required to review expenditures and supporting documentation for appropriateness and approve expense reports for all direct reports.
- Managers are encouraged to proactively seek questions from their staff to ensure understanding of the policy.
- Exceptions must have prior written approval by executive management. The written approval should be retained with the expense report for processing.
- Managers can not approve the travel expenses of an individual to whom he or she reports either directly or indirectly.

# Reporting

- Expense reports, including travel card reporting must be submitted within 30 days of travel.
- Original or scanned receipts are required for all expenses, with the exception of per diem travel. Credit card slips or monthly card statements are not considered to be receipts, as they do not include details of the items purchased.
- Approved Travel Authorization forms must be submitted with expense reports.
- Employees are generally reimbursed for the actual cost of meals, the receipt detailing purchases, for all meals must be submitted with expense reports.
- Expense reporting procedures currently in place should be used.
- The Missing Receipts Affidavit must be completed for certain expenses where no receipt is submitted.

# Travel Arrangements



- All travel arrangements must be made with the designated travel agency - *TravelFocus*.
- Coach or economy class service is the standard for domestic and international flights. The use of business class or first-class fares requires executive approval in advance.
- Employees may retain frequent flyer points and other reward program bonuses; however, where there is a tax impact, employees are responsible to adjust their personal taxable income as required.
- When an employee is on an extended assignment requiring travel of over 14 days, a flat per diem allowance may be used at the discretion of management. The per diem rate will be set periodically by HR.

# Vehicle Rental and Insurance



- The designated travel agency should book the preferred provider to ensure the most safe, economical, and convenient ground transportation option.
- Employees traveling within the US and Canada should decline all optional or excess liability insurance as it is covered by our corporate auto policy.
- Employees traveling outside the US and Canada should accept the optional or excess liability coverage whether or not they use a company credit card. Company credit cards provide a loss damage waiver, which provides coverage for damage to the rental vehicle only and is limited to \$50,000.
- Questions? Contact - **Michele Foster (480) 377-3120**



# Export Control Approval



- Travel may require approval from Office of International Trade & Compliance (ITX) group to ensure compliance with export control regulations.
- If an employee will be travelling with (hand-carrying, not shipping) parts, tools or technical data, the employee must attach a listing to the Travel Authorization form of all parts (including part numbers), tools, or technical data that will be used during the trip.
- In addition, for any travel outside of the U.S. involving visits to non-StandardAero entities, information on individuals and organizations to be visited must be included in the Special Travel instructions section of the travel form, including the ECN# if applicable.
- ITX Approval is documented on the Travel Authorization form.
- Questions? Contact - **Stephen Reznicek (210) 334-6107**

# Personal Use of TravelFocus



- The TravelFocus on-line planning and booking tools are available for employee's personal use, provided it is accomplished after regular work hours using a personal credit card.
- Any travel arrangements are transacted between the employee and TravelFocus. StandardAero is not a party to these transactions.