



Travel and Expense Policy

Purpose

This Travel and Expense Policy (the “Policy”) provides guidelines and establishes procedures for employees incurring business travel and entertainment expenses on the company’s behalf and applies to all employees of Invited (the “Company”). The following policies for travel and entertainment expenditures are effective immediately.

Objectives

- Ensure the team has a clear and concise understanding of policies and procedures for business travel and entertainment.
- Ensure travel and expense policies are executed consistently across Invited Clubs and Home Office.
- Minimize risk and ensure safety of all Invited employees when traveling for business purposes.
- Provide employees with a reasonable level of service and comfort at the lowest possible cost.
- Maximize the company’s ability to negotiate discounted rates with preferred suppliers and reduce travel expenses through TSI USA.

Responsibility and Enforcement

The traveler is responsible for complying with the travel policy. The approver is responsible for accurately reviewing all related reports for compliance. All reservations that violate Invited policies and guidelines will generate an e-mail to the Travel Manager and/or the approving manager.

Employees should consider whether travel plans are essential to completing their business objective or whether these results can be achieved without the need for travel using other communication methods like conference calls, video calls, etc.

The Company will reimburse employees for all reasonable and necessary expenses incurred while traveling on authorized company business. **The Company assumes no obligation to reimburse employees for expenses that are not in compliance with the policy.**

Travel Reservations

Business travel-related reservations for rental cars and hotel accommodations

These reservations must be booked through the Concur portal or the Invited Travel Agency, TSI USA, using your Invited issued corporate PCard. Reservations made using Concur for hotels and rental cars ensures all negotiated discounts are applied to the booking. Reservations for cars and hotels not booked via Concur may not be reimbursable.

Business travel-related reservations for air travel

These reservations can be booked through the Concur portal or the Invited Travel Agency, TSI USA using your company issued PCard. If there are circumstances where a lower fare can be booked outside of the Concur system (i.e., alternate booking results in a lower rate), you may book that reservation and charge to your company issued PCard.



An account with Concur can be established by utilizing the self-registration link located on the Travel page of the Invited Hub. For any questions, employees can email OnlineSupport@TSIUSA.com. TSI USA Travel can be reached by calling 214-915-9478 or 888-252-8554.

All Company sponsored meetings, groups and/or incentive travel should first be reviewed and approved by the appropriate EVP or member of the Executive Committee and booked through Invited Travel Agency, TSI USA dedicated agents or the Concur portal.

Airfare

Employees should make reservations as far ahead of the travel date as possible, a minimum of 14 days but preferably 21 days in advance, to take advantage of advance purchase discounts or dynamic pricing.

The cost of membership in airline clubs or costs associated with frequent flyer memberships are the responsibility of the traveler and will not be reimbursed by Company. Employees are permitted to join frequent flyer programs and the benefits earned may be used by the traveler for personal travel. Employees may not maximize any personal benefit in the selection of flights to the detriment of the Company.

Employees are expected to reserve Economy seats, as opposed to Business or First class. If a Refundable/Flexible/Fully Flexible fare is available and a Non-Refundable/Regular (not Basic Economy) lower cost fare is available, the lower fare is required. Upgrades purchased that do not comply with this Policy will be at the employee's expense.

For international travel that involves a flight exceeding six hours, employees will be permitted to book business class airfare, based on fare difference and with manager approval. Any exceptions to this policy will require Executive approval. Spouse travel is authorized only when specifically requested by the Company.

Baggage Fees

Employees on short term travel (1 or 2 days) should carry their luggage on to avoid unnecessary charges. If an employee is unable to carry their luggage on, airline baggage fees are reimbursable.

Excess baggage charges, defined as overweight bags or more than one checked bag, will be reimbursed when traveling with heavy or bulky materials or equipment necessary for business or when traveling for more than 7 days.

In-flight Internet

Wi-Fi is a reimbursable expense only if it is for the purposes of working during the flight. If you are a frequent traveler (three times or more per month) and primarily travel on the same airline, you should consider purchasing a monthly Wi-Fi subscription with your chosen airline, which would also be reimbursable.



Hotel Accommodations

Hotel accommodations for all business travel should be booked through Invited Travel Agency, TSI USA dedicated agents or the Concur portal to ensure the best rates. The company has negotiated rates in all cities where we have club locations. Hotel reservations should not be made directly with the hotel, except in an emergency, when travel changes create a need for overnight lodging, or you receive a special conference rate where you need to contact the hotel directly.

For cities/locations where Concur does not show a contracted/preferred hotel property, the following nightly limits should be adhered to:

- Major Cities (New York, San Francisco, Los Angeles, Washington D.C.): Not to exceed \$300 per night
- All Other Cities: Not to exceed \$150/night for non-preferred hotel as indicated in Concur.
- Exceptions to these limits must be approved by the Traveler's manager.

If an employee is staying for a week (five nights) or longer in a single city, you should:

- a) inquire directly with the hotel of choice about additional discounts based on the length of stay to the Invited/TSI negotiated rates found within Concur, or
- b) consider reserving an AirBNB (or the like), if cheaper on a nightly basis than the contracted hotel rates in the area.

These are the only two scenarios where not booking through Invited Travel Agency, TSI USA dedicated agents or the Concur portal is considered an acceptable alternative.

Hotel "no show" charges will be the employees' responsibility if they fail to notify Invited Travel or the hotel of the cancellation. Any extra room charges (movies, calls, laundry services, etc) are the responsibility of the traveler and are not to be charged to p-cards and are not reimbursable.

Loyalty Programs

Company will not reimburse employees for loyalty programs with airlines, hotels or any other providers. These charges are not to be charged P-cards or submitted on an expense report.

Ground Transportation

We ask employees to use discretion when traveling to and from the airport. Taking an Uber, Lyft, taxi or shuttle may be less expensive than parking at the airport. Use taxis or rental vehicles only when the cost is less than that of other available transportation.

When it is necessary to drive to the airport, employees are encouraged to make use of our offsite parking partner, The Parking Spot. Tolls are reimbursable when traveling for business. Tolls incurred from home to your main work location are non-reimbursable.

Employees should book car rentals through Invited Travel Agency, TSI USA dedicated agents or the Concur portal and use our **preferred car rental partner, Hertz**, when reserving a rental car. Employees must decline the collision damage waiver (CDW) offered by the car rental agency. Car accessories such as satellite radio, navigation, etc. will **not** be reimbursed. Vehicles must be returned to the rental



company with a full tank of gas to avoid costly refueling charges. Failure to return the car with a full tank may result in a denial in reimbursement of the refueling charge.

Rental car category standards are:

- Economy/Compact/Intermediate for one or two people
- Standard/Full size for three or four people
- All larger size deviations or other upgrades must be pre-approved by your manager

Courtesy Vans

Hotels often have courtesy vans that will pick up travelers at the airport. All employees are encouraged to take advantage of this service whenever feasible.

Automobile Mileage Rate for Personal Vehicles

You may be reimbursed the IRS mileage rate for miles traveled that exceed your normal commute (up to 50-mile radius). Company will reimburse employees for business mileage to a Company office other than their home office location, in excess of their standard commute. This is determined as the mileage from the employee's home to the business destination minus the mileage for the standard work to home commute.

Company will not reimburse claims for insurance or damage to personally owned vehicles used on company business. Mileage reimbursement for business use of personal vehicles is intended to cover the costs of operating the vehicle, which includes insurance coverage, vehicle maintenance & fuel.

Meals and Entertainment

For meals when traveling on business to the clubs, it is the expectation that you make every effort to eat meals at the clubs not only to support the business, but also to experience the different offerings at our locations. We recognize that this may not always be possible due to varied travel times or when a club is closed, and at those times meals outside of a club are approved. The Company expects all employees to exercise prudence in the selection of restaurants.

If there are multiple Invited employees in attendance, the senior leader is responsible for paying the costs of the meal. To ensure IRS regulations are complied with, when entertaining, the following information must be included with your expense report: Individual names, company affiliation, business purpose, date and location information must be provided.

Meal Reimbursement – Daily Per Diem

Daily per diem while traveling is \$75 per day. This is a per day expense and is not to be accumulated throughout the travel period. When on business travel, actual meal costs will be reimbursed that are reasonable. In no case, should the daily average meal costs exceed \$75 per day while traveling (to encompass three meals and all drinks, snacks, taxes and tips). Expenses for meals that are deemed to be excessive can be rejected at the Company's discretion and may not be reimbursed. Individual names, company affiliation, business purpose, date and location information must be provided.

Lavish or extravagant costs not warranted by the circumstances, e.g. very expensive restaurants, exclusive hotels, tips that exceed 20%, may be subject to partial or non-reimbursement.



Meal Reimbursement – Receipts

Due to IRS regulations, all meals must be identified separately and supported with detailed receipts. Original detailed receipts must include our company name, attendees, and purpose of the event. Credit card receipts without detail will not be accepted. Most restaurants will provide a detailed receipt when requested. We ask that employees use discretion for alcohol consumption at business functions.

Business Entertainment Expenses

Valid entertainment business expenses are described as entertaining a customer, prospective Member, or other outside party for business purposes.

Employee relations expenses for entertainment of employees by a supervisor are reimbursable. Such expenditures require prior approval and should be limited in frequency, reasonable in cost and be a valid business need. Examples would include employee recognition events, scheduled team meetings, hosting out of town or remote staff, flowers for bereavement, birthday cakes for office celebrations or employee recognition should be coordinated as applicable and are reimbursable.

Receipts

In addition, payments will not be issued for expenses that are not within the guidelines of this policy. To prevent duplicate payments and meet IRS regulations, original receipts are required (credit card receipts and/or statements are not original purchase receipts).

Include the detailed purchase receipt along with the credit card receipt. For example, when you submit a hotel bill, include the itemized hotel statement that breaks down individual charges (room, meals, phone calls, taxes, etc.).

Expenses that are eligible for reimbursement that do not require a receipt include cash gratuities for hotel staff, etc. however, these amounts must not be excessive (under \$10). To be reimbursed for cash gratuities, the expenses must be reasonable and detailed on expense reports submitted via Oracle.

Reimbursable Expenses:

Examples of authorized expenses are:

- Travel expenses (airfare, hotel, and car rental)
- Internet on flights
- Meals while traveling
- Reasonable tips for hotel staff
- Fuel for rental vehicles
- Parking and tolls

Non-Reimbursable Expenses:

The following are examples of expenses that will not be reimbursed. This list is not intended to be all-inclusive. For expenses not classified, consult with your manager/supervisor for preapproval.

- Items generally classified as personal (clothes, shoes, haircuts, spa treatments, medication, etc.)
- Alcohol from hotel mini-bars and movie rental
- Gifts for employees
- Child/pet care services
- Parking tickets or traffic violations



- Additional insurance when renting vehicles
- Fees for premium airline seating (unless required for medical needs)
- IT equipment and software (requires approval)
- Car repair, insurance, inspections, registration/tags
- Travel discount clubs and programs such as AAA
- Credit card interest charges
- Health club fees
- Personal bar bills
- Personal books, magazines, newspapers or other entertainment
- Sporting events
- Toiletries
- Entertainment venues, shows, and club entrance fees
- Purchase of flight insurance
- Cost incurred by failure to cancel reservations

Adherence to the above policies will result in significant savings to the company. Violation of this policy, considered to be abusive, is grounds for disciplinary action.

Important Links and Contact Details

Invited Travel Portal <https://www.tsiusa.com/clubcorp/>

To Reach Your Agent

Email clubcorp@tsiusa.com

Phone: 214-915-9478

Hours: 7:00 am - 7:00 pm CST

*Note: Emergency phone service is available outside of normal business hours.

Online Booking System

Concur User Registration:

https://www.concursolutions.com/registration/register_form.asp?regcode=CLUB1

Concur Booking Tool: <https://www.concursolutions.com>

To register in Concur, you will need the following:

Government issued ID, date of birth, work email, cell phone, immediate Supervisor name and email, and PCard. If you don't have your PCard yet, you may use your supervisor's)