

# **GLOBAL TRAVEL AND EXPENSE REIMBURSEMENT POLICY MANUAL**

**This Travel and Expense Reimbursement Policy Manual and the policies and procedures contained herein are the confidential and proprietary information of RealPage, Inc. This may not be copied, distributed, or otherwise disclosed outside of RealPage's facilities, and may not be used in any way unless expressly authorized by RealPage, Inc.**

**Global Travel Policy  
Approved by: Executive Management Committee**

Effective Date: 4/1/19

## **Introduction**

This document is the approved Travel and Expense Reimbursement Policy Manual (“Policy”) for RealPage, Inc. (RealPage) and its subsidiaries. The information contained in this Policy represents a compilation of policy, statements, and expense requirements and guidelines designed to assist you in performing travel related activities in a safe, efficient, and cost-effective manner. Internal Revenue Service requirements and changing market conditions may require periodic updates to the Policy. RealPage reserves the right to change specific policies because of local laws, demands unique to the locations, or changes in laws or customs. RealPage also reserves the right to revise, rescind, and supplement this Policy wherever RealPage deems such changes appropriate, with or without notice. Business travel costs represent one of the largest operating expenses of RealPage. With everyone’s support can we control these expenses while providing convenience and safety to all employees.

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## I. POLICY PURPOSE AND ENFORCEMENT

### Purpose and Objective

This document provides guidelines and establishes procedures for employees incurring business and travel expenses on behalf of RealPage. The primary objectives are to:

- Ensure all employees have a clear and consistent understanding of policies and procedures for business travel and expense reimbursements,
- Provide employees with a high level of service, comfort, and safety at the lowest possible cost,
- Leverage RealPage volumes to obtain competitive rates with preferred suppliers and reduce travel expenses,
- Establish the allowable expenses, responsibilities, authorization limits, and requirements and guidelines for travel and business expenses, and
- Ensure client-billable expenses are in accordance with this Policy and meet customer requirements.

### Scope

This Policy applies to all persons conducting business travel on behalf of RealPage and is applicable to all travel expenses incurred. The Policy applies to all employees of RealPage as well as consultants, subcontractors, employment candidates, and other non-employees traveling at the expense of RealPage (referred to throughout this document as included in “employees”). Separate guidelines have been incorporated where appropriate to accommodate unique business needs.

Other business related expenses submitted for reimbursement are subject to RealPage’s Procurement guidelines (see Procurement Policy located [here](#)).

### Responsibility and Enforcement

- Employees are responsible for reading, understanding, and complying with the most current version of this Policy, and ensuring that they are, at all times, aware of the most current version of the Policy. The Concur system is the global reimbursement system of record for all RealPage.
- Employees responsible for managing consultants, subcontractors, prospective employees, and other non-employees traveling or incurring expenses are responsible for communicating this Policy to those individuals.
- Approvers are responsible for accurately reviewing Concur expense reports and reimbursement requests for compliance with all elements of this Policy.

RealPage will reimburse for all reasonable and necessary expenses submitted through Concur while traveling on authorized company business. RealPage assumes no obligation to provide reimbursement for expenses that do not comply with this Policy, government regulations, or contractual requirements. Failure to comply with this Policy may be subject to delay or denial of reimbursement or disciplinary action, up to and including termination of employment.

RealPage reserves the right to audit all submitted expenses either before or after reimbursement. When disputes arise as to whether an expense is reimbursable, the matter may

be brought to the attention of the employee's supervisor for resolution. If disagreement still exists, the final decision will be the responsibility of the related SVP, EVP, the CFO and the Procurement Department.

### **Policy Principles**

The following principles apply to each part of this Policy.

- Expenses submitted for reimbursement must be for a business purpose. RealPage will reimburse employees for all expenses incurred in the course of business if the respective amounts are within the limits of this Policy, reasonable, approved, and properly supported by receipts or other supporting documentation.
- The purchase of personal items as part of the travel and entertainment are not eligible for reimbursement, except for as listed in section IX. other expenses.
- In instances where pre-approval for an expense is required, evidence of such pre-approval must be submitted with the request for reimbursement. Evidence of pre-approval may be in the form of a signature on an itinerary, an email communication, or other forms, but must specifically indicate the expense and its nature along with the date of the pre-approval.
- The purchase of any capital expenditure or inventory items, including but not limited to hardware, software, and data center hosting services **are not allowed** as a reimbursement on an employee's travel and entertainment expense report.
- Expenses must be submitted for reimbursement within 60 days of incurring the expense. Failure to do so may result in rejection of reimbursement.

## II. TRAVEL ARRANGEMENTS

### Use of Email / Teleconferencing / Videoconferencing

Employees should first consider if email or a conference call could satisfy the objectives of an off-site meeting prior to making travel arrangements.

### Obtaining Travel Authorization

Employees must obtain the appropriate level of management approval as outlined within this policy, prior to incurring any travel expense on behalf of RealPage.

### Reservation Procedures

All travel reservations for air, rail, lodging, and car rental **must** be booked through our contracted Travel Partners<sup>1</sup>. Travel not booked through our selected Travel Partners constitutes failure to comply with this Policy and is not eligible for reimbursement.

We have contracted with specific Travel Partners to provide the best value across our global corporate travel needs. **All travel related needs** are required to be booked through the contracted Travel Partners as they ensure RealPage's goals and objectives are achieved by:

- Execution of global pricing and compliance strategies by leveraging preferred vendors for consistency and quality.
- Aggressively search for lower fares even after the original travel has been booked.
- Tracks all un-used tickets and applies these credits to new tickets.
- Provides the company with accurate and timely management reporting.
- Provides the traveler with instant access to make changes and cancellations 24 hours a day/7 days a week.
- Increases employee productivity by relieving the removing some of the hassles of booking travel and planning trips.

If an employee finds an online ticket or hotel offering online at a lower price than offered by our Travel Partners, the employee is responsible for contacting our Travel Partners with exact parameters to have them match the price and book the travel reservation.

### Travel Paid for by Customer

Travel to be reimbursed by the customer that is already approved by the customer needs not go through the pre-approval process. If the customer refuses to pay, the employee may be held responsible for those charges.

### Group Travel

All Group Travel arrangements (including air travel, rail, ground transportation, and lodging) must be made through our Travel Partners. Group Travel is defined as 10 people or more gathering in a common place for a common purpose. Arrangements should be made as far in advance as possible to take advantage of the most favorable rates. Bulk air and hotel tickets must be accepted if available.

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<sup>1</sup> Contracted Travel Partner as of the date of this Policy is TSI USA, used as appropriate based on the employee and travel.

### **Reward Programs.**

Employees may accumulate and retain incentives (e.g., frequent-flyer miles, hotel bonus awards) offered by the travel industry for personal use. However, participation in these programs **must not** influence any travel selection for airfare, hotel, rental car, and other service that would result in incremental cost to RealPage beyond the lowest cost alternatives, as defined in this Policy. Employees may participate in membership programs that are free of charge or at their own expense. (See Booking with Travel Awards in the Air Travel section below for additional information related to reward accumulation.)

### **Traveler Profiles**

All employees expecting to travel are required to complete a traveler profile form with our Travel Partner prior to making reservations. This will ensure that pertinent details and employee preferences are loaded into the reservation system. Specifications within the traveler profile must comply with all elements of and limitations within this Policy.

### **Cancellations / Unused / Voided Tickets**

If travel is canceled, a refund or credit should be requested. Cancellation or changes of travel are allowed only with a specific business need. Unused airline tickets or flight coupons must never be discarded or destroyed as these documents may have a cash value. To expedite refunds, unused, or partially used airline tickets, tickets must be returned immediately to our Travel Partner, as applicable. When booking travel, unused tickets must be utilized if possible prior to making a new reservation. Unused tickets may **under no circumstances** be used for personal travel. See Room Guarantee in the Lodging section for limitations, employee responsibilities, and lodging cancellations.

### **Lost or Stolen Tickets**

Immediately upon discovery of a lost or stolen ticket, employees must report the loss to our Travel Partner to ensure that a lost ticket application is filed. Fill out a lost ticket application at the airline ticket counter if you need a replacement ticket for urgent travel.

### **Travel/Vehicle Insurance**

RealPage maintains a separate business travel accident policy that provides 24-hour coverage to all RealPage employees for accidental death or dismemberment while traveling on company business. Therefore, the company **will not reimburse** expenses for additional travel or vehicle insurance coverage of any type.

### **Passports and Visas**

For assistance in obtaining visas and passports, check the intranet and the travel/expense SharePoint site located [here](#).

### **Foreign Currency**

International travelers can obtain foreign currency from banks, airport foreign exchange counters, major hotels, currency exchange outlets, and ATM machines. International travelers should exchange unused amount back to their local currency. Published currency rate must be used at the time an expense is incurred.

**Tiping**

Reimbursement for gratuities is permitted for reasonable amounts in accordance with local customs, generally 15% or in accordance with local customers.

### III. AIR TRAVEL

#### Airfare Requirements

Travelers must book the lowest cost logical airfare. The lowest cost logical airfare is defined as the lowest logical airfare between the point of departure and destination that includes the following:

- All air travel should be booked as coach class, unless otherwise noted below.
- Alternate airports should be considered in order to identify the most economical fare (e.g., LaGuardia, Newark, JFK).
- A non-direct flight or one that makes one or more stops should be considered if the flight does not add an hour or more to the flight or when you are traveling the day or evening before you are expected to conduct business.
- Domestic airline travel must be booked at least 7 days in advance (preference is >14 days) and 21 days in advance for International. Exceptions to this must be preapproved by a Vice President or above, or in the case of Vice President and above travel, the traveler's direct supervisor.
- Business class is only permitted for Vice Presidents and above on international travel exceeding 5 hours but must be pre-approved by the traveler's direct supervisor, the SVP of International Operations and, if the value exceeds ten thousand dollars, the CFO.

The following types of low fare alternatives will be considered in determining the lowest cost logical airfare – special negotiated fares, air-hotel packages, non-refundable fares, penalty fares, and advance purchase fares. The lowest cost logical airfare must be booked regardless of the ability to upgrade the ticket.

Failure to comply with these guidelines may result in the expense not being eligible for reimbursement.

#### Submitting Airfare Expenses

For the electronic airfare invoices, the flight confirmation can be substituted for the printed invoice. The confirmation should document the amount of the airfare with the travel dates and times.

#### Booking with Travel Awards

Travel is reviewed for eligibility for use of travel awards earned by RealPage. RealPage may cancel your purchased ticket and replace it with a ticket obtained via a travel award. This ticket change may impact the ability to utilize personal upgrade coupons, and frequent flyer miles will not be earned for this segment of travel. EVP domestic first class travel is only permitted on award travel tickets for EVP and above. Otherwise, first class or business class travel is not permitted for any reason other than stated above, other than by the CEO.

#### Purchased Upgrades

Purchasing upgrades at the expense of the company or booking a higher fare to enable upgrade is not reimbursable.

### **Saturday Night Stay-Over**

You may elect to stay over a Saturday night to qualify for a reduced airfare. Normal business travel expenses (e.g., hotels, meals, etc.) will be reimbursed for Saturday provided the following conditions are met:

- The Saturday night stay must be preapproved by a Vice President or above, or in the case of Vice President travel a Senior Vice President or above.
- The total of the reduced fare and the related eligible travel expenses must represent a savings to the company of at least 15% of the total cost of the trip.
- Vacation days, personal days, or holidays may be included, but expenses for those days will not be reimbursed.
- You must remain at the same business city to qualify for this reimbursement.

Personal travel may be combined with business travel provided there is no additional cost to RealPage, which includes ticket combinations with multiple stops. The travel plan must be preapproved by a Vice President or above, or in the case of Vice President travel a Senior Vice President or above.

### **Lost or Excess Baggage**

The ultimate responsibility for retrieving and compensating lost baggage lies with the airlines. RealPage will not reimburse employees for personal items lost while traveling on business, including non-allowed items removed in security. Employees will be reimbursed for excess baggage charges when a) the airline has a mandatory first checked bag fee; or b) the employee is traveling for more than 14 days; or c) traveling with bulky business materials or equipment.

### **Overnight Delays / Layovers**

Should airline scheduling delays necessitate an overnight stay, the traveler must first attempt to secure complimentary lodging from the airline. If unsuccessful, the traveler will then be reimbursed by RealPage within hotel expense guidelines.

### **Airline Club Memberships**

Any traveler who has traveled 30 or more round trips (international and domestic combined) may submit for reimbursement an annual airline club membership, not exceeding an annual cost of \$500.00. The data used for this qualification will be collected by the Procurement Department and is based on all travel reporting provided through our Travel Partner. Exceptions to the trip count minimum may be approved in writing by an EVP.

**International Travel**

Employees based in RealPage US domestic offices or Global offices, are required to obtain the appropriate approval when requesting travel.

RealPage Domestic Employee traveling outside of home country	International travel <\$10k requires BU SVP, BU EVP, and SVP of Global Operations approval.	International travel >\$10k requires the same plus CFO
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RealPage International Employee traveling outside of home country	International travel <\$1.5k requires Traveler's Director, Country Manger	International travel >\$1.5k requires the same plus SVP of Global Operations	International travel >\$10k requires the same plus CFO
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## IV. Lodging

### Hotel Spending Guidelines / Per Diems

The following guidelines are to be utilized in booking hotel accommodations:

- All hotel reservations **must always** be made through our Travel Partner.
- Employees are entitled to stay in a single room with a private bath. Employees must use a moderately-priced 3 or 4 star hotel (Marriott Courtyard, Hampton Inn, Hilton Gardens, etc.) and must reserve the lowest cost single room (standard room type) without designation for a “club floor” or other higher-priced indication.
- A corporate rate is allowed in accordance with Schedule A to this Policy. Rates on Schedule A are prior to local and state taxes and assessments. Other exceptions include group lodging at hotels where conventions, trade shows, user meetings, etc. are taking place and stay at these hotels has been preapproved by a Senior Vice President.
- Other higher cost differences or charges for hotels not reserved through the Travel Partner are not eligible for reimbursement.
- Upon arrival, employees should ensure that the rate provided is consistent with the quoted rate from the Travel Partner.
- If you find an acceptable room rate via another provider, the employee is responsible for contacting our Travel Partners with exact parameters to have them match the price and reserve the room.

### Submitting Lodging Expenses

A copy of the hotel bill and credit card receipt must be attached to the expense report. Hotel room charges should be separated by day for meal, telephone, internet, and other expenses charged by the hotel. Any traveler whose stay is greater than 7 days will be allowed to reimburse for laundry charges. Charges for movies or miscellaneous extra-curricular activities, (e.g., golf, gym access, VIP/club level access, etc.), are not eligible for reimbursement. For a list of other non-reimbursable expenses, see the Other Expenses section of this Policy.

### Long-Term Lodging Stays

Employees staying two weeks or longer must consult our Travel Partner about long-term lodging. These options must be accepted unless there is a medical or safety reason or a stay in a hotel rather than the long-term lodging. Declining such option must be preapproved by a Senior Vice President.

### Room Guarantee

Guaranteed late arrival reservations are requested on every hotel reservation made by our Travel Partner. It is the employee's responsibility to notify our Travel Partner if the reservation is not going to be used so it can be canceled. If our Travel Partner cannot be contacted, it is the employee's responsibility to cancel the reservation directly with the hotel. Every attempt should be made to have the reservation canceled prior to the guaranteed billing timeframe. The employee should document the cancellation number and the name of the person accepting the cancellation. Charges which result from failure to timely cancel are not reimbursable under this Policy.

### **Staying at Private Residence**

Employees may stay in a private residence with family or friends while traveling on business. Expenses resulting from staying with family or friends are not eligible for reimbursement.

### **Staying at RP Private Suites**

RealPage has established fully furnished corporate apartments (RP Suites) in Richardson, Texas (close to Corporate HQ). Any employee traveling to the Corporate Headquarter is required to utilize RP Suites as their primary hotel for the entire duration of the stay, up to 30 days. If there is no availability at RP Suites, employees must reserve a hotel that meets the other hotel reservation guidelines within this Policy.

All RP Suites have a fully equipped kitchen, wifi, other necessities (e.g., sheets, towels, etc.) and access to a concierge lounge and workout facility. Maid service is provided at the lesser of traveler change over or weekly.

During a stay at RP Suites, there are specific polices to be adhered to:

- Employees are required to redeem the breakfast and lunch vouchers provided for their daily meal expenses at the corporate dining facilities. Dinner is the only reimbursable food expense that may be submitted for reimbursement up to a maximum total value of \$35/day. For travelers who stay over the weekend (Sat/Sun), reimbursement for meals are limited to a maximum of \$55/day.
- Any in-room items (e.g., sheets, towels, kitchen items, etc.) missing as result of employee stay are the responsibility of the employee and may be offset from the expense reimbursement or required reimbursement to RealPage.

## V. RENTAL CAR

### Rental Car Guidelines

Employees may rent a car at their destination when it is less expensive than other transportation modes such as uber, lyft, taxis and airport shuttles, along with parking charges from the hotel. All rental car reservations must be made through our Travel Partner and should utilize only RealPage preferred vendors listed on Schedule A of this Policy. RealPage will reimburse for all parking/toll fees incurred if receipts are submitted. The following are guidelines for rental cars:

- Compact cars are reserved unless circumstances require a larger car. These circumstances include: driving with customers, three or more passengers, or carrying bulky items. (See additional upgrade rules below.)
- Charges for GPS, insurance and other services on rental cars must be declined. Additional coverage's are the traveler's responsibility and are not eligible for reimbursement.
- Employees are required to fill the gas tank before returning a car. Charges for a gas refill charge from the car rental company are not eligible for reimbursement.
- Parking, moving violations, or any sort of traffic tickets, for any reasons, is the sole responsibility of the employee and are not eligible for reimbursement.
- Under no circumstances is anyone other than an employee to drive the rental car or company car. If, for some reason, a situation requires another person to drive, (i.e. emergency situation), notification to the rental car company is required as soon as it is possible.

### Rental Car Upgrades

Employees may book a class of service one-level higher (full size):

- when three or more employees are traveling together
- when the employee can be upgraded at no additional cost
- when transporting excess business baggage
- for preapproved medical reasons (i.e., drivers with disabilities)
- when Vice President or above is traveling

### Rental Car Cancellation Procedures

Employees are responsible for canceling rental car reservations and must contact our Travel Partner. Valid "no-show" charges are not eligible for reimbursement.

### Returning Rental Cars

Every reasonable effort must be made to return the rental car:

- to the original rental city unless preapproved by a Vice President for a one-way rental,
- intact (i.e., no dings, scratches, or mechanical failures),
- on time, to avoid additional hourly charges, and
- with a full tank of gas.

### Mileage Reimbursement

RealPage reimburses employees traveling on business for mileage incurred when using a personal vehicle for transportation. The mileage rate is based on the published IRS rate, which

is subject to change each January 1<sup>st</sup>. Miles driven should be documented on the expense report. Miles driven as part of an employee's normal commute are not reimbursable. Miles driven to the airport for business travel are reimbursable to the extent of the excess miles driven beyond the employee's normal commute.

Any employee submitting for mileage reimbursement must turn on and is required to utilize the automatic calculating technology ("Drive") with Concur. If the automatic mapping and calculation is not utilized for preparing the mileage, the reimbursement maybe subject to rejection and disapproval.

### **International Travelers Local Transportation**

International travelers who are not eligible for rental car when traveling, may utilize the local transportation as needed during the work week. Receipts are required for all local transportation (taxi, shuttle, Uber, Lyft etc).

The Company will provide a per diem or reimbursement up to \$100.00 US dollars per weekend on local transportation when international travelers stay over weekend periods.

## VII. TELEPHONE, INTERNET AND FAX USAGE

### **Hotel Telephone / Fax Usage / Internet Services**

Employees should avoid making phone calls that have an added surcharge. To avoid substantial charges added by hotels to telephone bills, employees should:

- Use a calling card or cell phone wherever possible
- Use an 800 number for business calls whenever possible

Hotel fax service fees for sending and receiving business faxes will be reimbursed for necessary business purposes.

### **Wi-Fi Services**

RealPage will reimburse employees traveling on business for in air Wi-Fi and if necessary hotel Wi-Fi expenses. All Wi-Fi expenses require separate line items on receipts for reimbursement.

## VIII. MEALS AND ENTERTAINMENT

### Meal Expenses

The reasonable and actual cost, including customary tips (15%), of three meals per day incurred on out-of-town business trips will be reimbursed. Business meals are defined as meal expenses incurred with clients, prospects, or other business associates. The following guidelines are to be utilized for your meal expenses:

- Only reasonable business meal expenses are eligible for reimbursement while traveling up to \$55.00 per day for the individual traveler.
- Names and business relationships of all persons attending are required including the sole business purpose (nature of business discussed).
- Meals must be paid for by the most senior employee present and a group meal may not be split. Only one employee must pay for all participants.
- Employees are responsible for reviewing the receipt to verify that a tip/service fee is not already included before cashing out.

For any Philippines and India employees traveling internationally currently using a per diem structure, country specific regulations require the travelers are required to maintain and provide soft/physical receipts for all expenses.

### Meal Expenses Limitations

Reimbursement for meals while traveling (excluding travelers who stay at the RP suites—see RP Suites section within lodging) are limited to \$55/day/USD. Daily meal expenses over this limit require supervisor approval in accordance with the approval matrix in Section XI.

Meals with a client or prospective client exceeding the following limits require additional approval to be eligible for reimbursement:

- Over \$250, requires approval from a Vice President or above, or in the case of Vice President meals, a Senior Vice President or the CFO.
- Over \$1,000, requires approval from a Senior Vice President or the CFO.

### Meals Between RealPage Employees

From time to time, a manager may wish to take one or more team members to lunch or dinner as a token of appreciation. The following per-employee limits should be observed:

- \$20 USD/US/UK/Spain/Australia employee for lunch
- \$30 USD/US/UK/Spain/Australia employee for dinner
- \$10 USD/India & Philippines employee for lunch
- \$15 USD/India & Philippines employee for dinner

### Entertainment Expenses

Entertainment expenses represent expenditures for sporting events, theater tickets, and similar activities that are accompanied by a client or prospect whereby a business discussion takes place immediately before, during, or immediately after the event. The cost of food and beverages for a group of employees must be reported as “Entertainment” expenses. All other

expenses (i.e., transportation, lodging, etc.) must be reported separately under the appropriate expense category.

#### **Entertainment Expenses Limitations**

Entertainment expenses exceeding the following limits require additional approval to be eligible for reimbursement:

- Over \$250 USD in total for India and Philippine entertainment expenses, requires Country Manager approval
- Over \$1,500 USD in total for US/UK/Spain/Australia, requires Executive Vice President approval
- Over \$2,500 USD in total for US/UK/Spain/Australia, requires Executive Vice President **and** CFO approval

#### **Submitting Entertainment Expenses for Reimbursement**

- Receipts are required for all entertainment expenses. The receipt must list the participants, the exact items or services that were purchased, and the business purpose.
- Any late fees associated with unreimbursed expenses will be the responsibility of the corporate cardholders directly unless otherwise approved by the cost center owner.

## IX. OTHER EXPENSES

Examples of expenses which are not eligible for reimbursement are:

- Tobacco or controlled substances
- Babysitting, barbers or hairdressers
- Car washes, maintenance, and tune-ups (excluding corporate vehicles)
- Country club dues or fees, clothing
- Expenses related to vacation or personal days while on a business trip
- Life insurance, travel insurance on personal property, or any other insurance or deductibles, including special trip insurance
- Loss or theft of personal funds or property
- Luggage or briefcases, parking tickets, traffic fines, etc.
- Magazines, books, or newspapers while on business trips
- Medical expenses (unless incurred while on business travel)
- Movies (including in-flight and hotel in-house movies)
- Personal greeting cards, holiday cards, etc. (except with pre-approval by a Vice President or above, or in the case of Vice President purchases a Senior Vice President or the CFO)
- Personal toiletries, pet boarding fees, shoe shine, souvenirs or personal gifts
- Sauna, masseur, steam bath, etc
- Any other meals outside of breakfast, lunch, or dinner
- Social activities that involve other employees (holiday meals or parties, celebrations for weddings or other personal events, birthdays, farewell parties, Secretaries' Day luncheons, or flowers, etc.) without prior approval by a Vice President or above.

## XI. EXPENSE REPORTING

### Submission of Expense Report

Employees requesting the reimbursement of business must submit an expense report to request reimbursement. In instances where pre-approval for an expense is required, evidence of such pre-approval must be submitted with the request for reimbursement. Evidence of pre-approval may be in the form of a signature on an itinerary, an email communication, or other forms, but must specifically indicate the expense and its nature along with the date of the pre-approval .

The approver, or equivalent employee performing this function, is responsible for verifying all of the necessary expense information, including attached receipts documenting the charges, and determine that the charges do not exceed the allowable limits.

Employees submitting multiple separate expenses over a 30 day period are required to submit all expense in a single report, once a month, to reduce the number of reports submitted. The exception to this would be an expense report which is required to be submitted to customers for final approval/repayment. Executing a single monthly report will greatly reduce the overall cost to RealPage for utilizing the expense management system.

### Allowable Expenses, Authorizations and Dollar Limits

A) The authorization limits per Travel and Expense report submitted:

1)	Cost Center Director	Up to \$750
2)	VP/Controller	Up to \$2,000
3)	Senior Vice Presidents	Up to \$3,500
4)	Executive Vice Presidents	Up to \$5,000
5)	SVP Finance	\$5,000 -\$10,000
6)	CFO	>\$10,000

### Converting Foreign Currencies

Expenses incurred in foreign currencies or US dollars and paid directly by the employee should be converted into the currency of which the employee receives their paycheck. US dollars at the exchange rate which was used at the time of the expense and supported by receipts such as foreign currency exchange receipts. Calculations for currency conversion should be clearly noted on the expense report and on all supporting receipts.

### Original Receipts

-For US, UK and Australia based employees, the Company requires all expenses over \$25.00 (US) include an original or electronic detailed receipt along with tip detail, attached to the expense report.

-For India based employees, the Company requires all expenses over the equivalent to \$10.00 (US) to include an original or electronic detailed along with tip detail receipt.

-For Philippine based employees, the Company requires expenses of any amount to include an original or electronic detailed along with tip detail receipt.

Missing or lost receipts will require the approval for management for reimbursement.

## XII. SCHEDULE A

### RealPage Preferred Hotel Vendors

When traveling to the RealPage Office locations (other than RP Suites), all employees are required to stay at the contracted location unless no availability exists at the contracted locations.

City	Hotel Brand	Hotel	Hotel Address	Phone	Offered Rate	Distance
Campbell/San Jose	Marriott	Courtyard	655 Creekside Way	408-626-9590	\$259	Between 1 to 5
	Hilton	Pruneyard Inn (Doubletree)	1995 S. Bascom Ave	408-559-4300	\$259	Between 1 to 5
Costa Mesa Irvine	Marriott	Avenue of the Arts	3350 Ave of the Arts	714-751-5100	\$189	Between 1 to 5
	Hilton	Hilton Orange County/Costa Mesa	3050 Bristol St.	714-540-7000	\$169	Between 1 to 5
	Hilton	DoubleTree Irvine Spectrum	90 Pacifica Ave	949-471-8888	149	Between 1 to 5
Broomfield, CO	Marriott	Renaissance Boulder Flatiron	500 Flatiron Blvd.	303-464-8400	\$169	Between 1 to 5
	Marriott	Aloft Broomfield Denver	8300 Arista Place	303-635-2000	\$132	Between 1 to 5
	Omni	Omni Interlocken	500 Interlocken Blvd.	303-438-6600	\$136	Between 1 to 5
Tampa	Hilton	DoubleTree Guest Suites Tampa Bay	3050 N. Rocky Point Dr. W.	813-888-8800	\$189 & \$149	Between 1 to 5
Alpharetta/Atlanta	Hilton	Embassy Suites Atlanta-Alpharetta	5955 North Point Pkwy	678-566-8800	\$179	Between 1 to 5
	Hilton	Hilton Garden Inn Atlanta Northpoint	10975 Georgia Ln	678-566-3900	\$149	Between 1 to 5
Lombard/Chicago	Marriott	Westin Lombard Yorktown	70 Yorktown Center	630-719-8000	\$139	Between 1 to 5
	Hilton	Embassy Suites Chicago/Lombard-Oak Brook	707 E. Butterfield Rd.	630-971-4232	\$132	Between 1 to 5
	Hyatt	Hyatt Place Chicago/Lombard/Oak Brook	2340 Fountain Square Dr.	630-932-6501	\$139	Between 1 to 5
Ann Arbor	Marriott	Sheraton Inn	3200 Boardwalk Dr.	734-996-0600	134	Between 1 to 5
	Hyatt	Hyatt Place Ann Arbor	3223 South State St.	734-995-1234	\$129	Between 1 to 5
Bloomington	IHG	Crowne Plaza MSP Airport	3 Appletree Square	952-854-9000	\$149	Between 1 to 5
	Hilton	Hilton MSP/Mall	3800 American Blvd. E	952-854-2100	150	Between 1 to 5
	Hyatt	Hyatt Place MSP South	7800 International Dr.	952-854-0700	\$144	Between 1 to 5
Hackensack	Marriott	Teaneck Marriott @ Glenpointe	100 Frank W. Burr Blvd.	201-836-0600	\$189	Between 1 to 5
Pittsburgh	Marriott	Residence Inn By Marriott North	574 hore W. General Robinson St.	412-321-2099	\$139	Between 1 to 5
Greenville	Marriott	Courtyard Greenville Haywood M	1170 Orchard Park Dr.	864-234-0300	\$121	Between 1 to 5
	Hilton	Hilton Greenville & Towers	45 W. Orchard Park Dr.	864-232-4747	154	Between 1 to 5
Burlington	Hilton	DoubleTree	870 Williston Rd.	802-865-6600	\$130	Between 1 to 5
Manila Philippines	Edsa Shangri-la	Edsa Shangri-la	1 Garden Wing Way, Ortigas Center, Mandaluyong, 1650 Metro Manila	632-633 8888		Between 1 to 5
Manila Philippines	Marco Polo Ortigas	Marco Polo Ortigas	1600 Meralco Avenue, San Antonio, Pasig 1600 Metro Manila	632-720 7777		Between 1 to 5
Manila Philippines	Citadines Millennium	Citadines Millennium Ortigas	11 Ortigas Avenue, Ortigas Center, Pasig Metro Manila	632-81706888		Between 1 to 5
Manila Philippines	Discovery Suites	Discovery Suites	25 ADB Avenue, Ortigas Center, Pasig 1600 Metro Manila	632-7198888		Between 1 to 5
Manila Philippines	Privato Hotel	Privato Hotel	706 Shaw Blvd, Paig 1605	632-3185888		Between 1 to 5
Manila Philippines	BSA Suites	BSA Suites	BSA Twin Towers, Bank Dr, Ortigas Center, Mandaluyong	632-641-1111		Between 1 to 5
Manila Philippines	RedPlanet	RedPlanet	Red Panet Ortigas, Shaw Boulevard, Ortigas Center Manila	632-6560888		Between 1 to 5
Manila Philippines	Quest Hotel	Quest Hotel	Archbishop Reyes Ave. Cebu City	032-4025999		Between 1 to 5
CEBU Philippines	Cebu Parklane	Cebu Parklane	N Escario, St. Cbeu City 6000 Cebu	032-234 700		Between 1 to 5
CEBU Philippines	Diamond Hotel	Diamond Hotel	8 Apitong St., Cebu City 6000 Cebu	032-3184085		Between 1 to 5
CEBU Philippines	Harolds Hotel Cebu	Harolds Hotel Cebu	C. Rosal St., Cebu City 6000 Cebu	6.39177E+11		Between 1 to 5
CEBU Philippines	Marco Polo Plaza	Marco Polo Plaza	Cebu Veretans Drive, Nivel Hills Apas, Cebu City, 6000	63322531111		Between 1 to 5
Hyderabad, India	Westin	Westin	Raheja IT Park, Hitec City, Madhapur, Hyderabad, Telangana 500081, India	+91 40 6767 6767	INR 7,400.00	Between 1 to 5
Hyderabad, India	Trident	Trident	Hitech City Main Road, HITECH City, Near Cyber Towers, Madhapur, Hyderabad, Telangana 500081, India	+91 40 6623 2323	INR 7,600.00	Between 1 to 5
Hyderabad, India	ITC Kohenur	ITC Kohenur	Hyderabad Knowledge City, Madhapur, HITEC City, Hyderabad, Telangana 500081, India	+91 40 6766 0101	INR 8,000.00	Between 1 to 5

### Metropolitan City Room Rate Exceptions

City Location	Room Rate Limit before Tax
Washington DC	\$280.00
San Francisco	\$200.00
Los Angeles	\$155.00
Philadelphia	\$150.00
Chicago	\$215.00
Boston	\$250.00
New York	\$360.00
Denver	\$165.00
Manila and Cebu Philippines	\$160.00
London	\$220.00

Reservations made for those cities listed above are the outlined exceptions to the \$150.00 per night limit for hotel stays. Any reservations made over these limits will require SVP written approval upon reimbursement/reconciliation.

The most current available list of approved hotels will be loaded and reside within the Concur online booking tool.

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