

Granicus Global Expense Reimbursement Policy

CONFIDENTIAL

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Granicus Global Expense Reimbursement Policy

INTRODUCTION

This Granicus Global Expense Reimbursement Policy (“Policy”) provides requirements and establishes procedures for all employees incurring expenses on behalf of Granicus and all subsidiaries and affiliates (“Granicus”). The objective is to ensure that all employees have a clear and consistent understanding of policies and procedures for expense reimbursement. A deviation from this Policy may result in the loss of a tax deduction to the Company or additional taxable income to the employee, or violation of other applicable policies or regulations. Therefore, it is mandatory for employees to adhere to the Policy and these procedures. Granicus will reimburse employees for reasonable expenses incurred while traveling on business or engaged in company-related entertainment. All expenses must be documented in our software reimbursement tool or other approved process as directed, approved by your direct manager, and supported with acceptable receipts in accordance with this Policy. Incomplete or incorrect expense line items will be rejected either by the approving manager or Finance. Any rejected expense items must be corrected and resubmitted through the approval process.

DOCUMENT REVISION HISTORY

Date	Description	Responsible Person
1/1/23	Final Review and Approval	Raj Amin

RESPONSIBILITIES

Employee’s Responsibility

An employee should act in Granicus’s best interests when incurring any business-related expenses. Travel and entertainment expenses should be reasonable, appropriately documented, properly authorized, and within the standards of this Policy. Individuals who incur authorized expenses should neither gain nor lose personal funds as a result. All expense reimbursements need to be approved by an employee’s manager and Finance.

Manager’s Responsibility

It is the manager’s responsibility to review and approve all business, travel and entertainment expenses for all employees. Managers should understand and be in support of the need for business travel and/or the entertainment expense, be satisfied that expenses have been reported in a manner consistent with this Policy, and thoroughly review all travel and entertainment expenses on a timely basis and in accordance with this Policy. Managers must review thoroughly and reject expenses if submission is not in accordance with the Policy.

Finance Responsibility

Finance is responsible for reviewing expense reports and attached receipts for completeness, accuracy, reasonableness, and compliance with Granicus policies including validation of required approvals. The Finance team will provide employees with guidance to complete reports when items appear unreasonable, incomplete, personal in nature, or in violation of Granicus policies. Granicus policies include compliance with tax regulations, in addition to all other applicable policies.

REIMBURSEMENT PROCEDURE

Process to submit for reimbursement

1. You will receive access to the Granicus software reimbursement tool or other approved process, as directed, to enter expense reports. If you have not received an email with login details or instructions, please reach out to our Teams Channel [egencia-expensify-help](#) or expenses@granicus.com. If you have been given access to our software reimbursement tool, once you have logged into your account, the website can be accessed online or by downloading the app to process reports from a mobile device. Expenses must be submitted in a timely manner and within 60 days of incurring the expense.
2. Software reimbursement tool informational materials can be found in the HR Portal on Confluence and software reimbursement tool training modules can be found in Litmos.
3. Once you submit your expenses in the software reimbursement tool or other approved process as directed, your expense report will be routed to your manager for approval.
4. After your expense report is approved by your manager, a second review is conducted by the Finance Department.

Payment Process

1. Once fully approved by both your manager and Finance, expenses will be reimbursed to the account where you receive payroll direct deposit. If you would like to receive your expense reimbursement to an account different from the one where you receive payroll direct deposit, email ap@granicus.com. You will then receive a link to complete the direct deposit setup.
2. Payments will be processed each week on Thursday. Generally, once Finance has provided final approval, reimbursement will be processed within 7 to 10 days or as soon as administratively possible; however, that length of time may vary depending on holidays.

DOCUMENTATION REQUIREMENTS

Employees must provide the following information to be reimbursed for expenses:

Itemized receipts are required for ALL expenditures, except Tolls (see 'Tolls' section for more details), and should include the following information:

- Method of payment and indication that payment was made (i.e. a hotel reservation is not acceptable)
- Name of the vendor, date, details regarding what was purchased and total dollar amount
- Summary credit card receipts are not acceptable as standalone documentation
- If there are any additional attendees related to the expense, they should be indicated in "Attendees" field in your software reimbursement tool or other approved process

When a receipt is not available, a full explanation of the expense and the reason for the missing receipt must be included in the "Description" field in your software reimbursement tool or other approved process and a credit card statement should be provided along with your manager's signature approval. This will be accepted on an exception basis only and requires Finance team approval.

TIMING

Expenses must be submitted in a timely manner and within 60 days of incurring the expense. Any individual expense items submitted more than 60 days from date of incurring the expense may be denied to comply with statutory and government regulations. Expenses not submitted within in this timeframe may be subject for inclusion within the employees official government form used to report taxable income.

APPROVED EXPENSE CATEGORIES AND POLICIES

Airfare

Travelers are expected to obtain the lowest available coach or economy airfare that reasonably meets business travel needs. Travel should not be booked without prior authorization from your manager and assistance from your office administrator where applicable. Confirm approval with your manager for any airfare over the allotted amount listed in **Appendix A**. It is required that airfare is booked through Egencia (www.egencia.com) and it will be paid directly by Granicus. Travelers are encouraged to book flights at least 14 days in advance to avoid premium airfare pricing. First-class or business class tickets are not reimbursable. The flight arrival and departure times should be reasonable in relation to the start of work schedule and end of work schedule.

Rental Vehicles

Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation or car service, or if the destination is not otherwise accessible. Original receipts are required. It is highly recommended that rental vehicles are booked through Egencia (www.egencia.com) and it will be paid directly by Granicus.

Granicus authorizes reimbursement for the most economic vehicle available. In certain circumstances larger vehicles may be rented, with supervisory approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed.

Granicus maintains an insurance policy to cover insurance on rental vehicles within the US. However, drivers should be aware of the extent of a coverage (if any) provided by his or her personal automobile insurance company for travel that is business or not personal in nature. Any secondary insurance purchased from the rental company will not be reimbursed for US rentals. To obtain proof of insurance coverage on rental vehicles within the US, see **Appendix B**. For international travel outside the US, employees should purchase locally the commercial rental vehicle insurance provided by the rental car company.

Parking fees, tolls and other incidental costs associated with the vehicle use are not covered by the rental agreement and can be reimbursed. Parking fines, speeding tickets, and any other fees or penalties for improper or illegal use of the vehicle will not be reimbursed.

Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Lodging

The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 50 miles (80 kilometers) or more from the traveler's home or primary worksite. Exceptions to this restriction may be approved in writing by the approving manager. It is highly recommended that lodging is booked through Egencia (www.egencia.com) and it will be paid directly by Granicus.

Granicus will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the lodging facility is the conference or convention site, reimbursement will be limited to the conference rate.

If a tip is left for the hotel staff, you can make a note of that on your hotel invoice and it can be submitted for reimbursement.

Cost logistics can be found in **Appendix C**.

Business Expenses

Business expenses incurred while on travel status including faxes, photocopies, internet charges, data ports, and business telephone calls will be reimbursed. Original receipts are required.

Meals

Meals are reimbursable when an employee is traveling away from home on business. To be reasonable, travelers should spend based on the following guideline found in **Appendix D**.

These amounts may vary depending on location of travel. If multiple attendees are present, their full names need to be added to the expense prior to submitting. Please confirm with your manager to secure pre-approval if you feel these limits will not be attainable; repeated instances that exceed Policy limits may be subject to additional investigation and questions by the employee's manager and Finance.

Mileage

Mileage will be reimbursed based on the current government published rates. See **Appendix E** for reimbursement rates. Only mileage that is beyond the mileage required to complete a normal commute to your remote office location or home office location should be expensed. Gas reimbursement cannot be submitted when being reimbursed for mileage on a personal vehicle.

Note: Employees using their own vehicle for business purposes are not covered under the Granicus corporate insurance policy. Normal vehicle wear, maintenance, fuel, and insurance costs resulting from the personal use of a personal vehicle are reimbursed to the employee via the mileage reimbursement. No additional expenses resulting from the use of a personal vehicle will be reimbursed to employees without prior approval.

Parking

Original receipts are required for parking expenses (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

Tolls

Obtain original receipts for tolls whenever possible. Original receipts or usage statement are required for tolls totaling more than \$25 USD or the equivalent.

Miscellaneous Transportation

Original receipts are required for taxi, bus, subway, metro, train, ferry, car service (i.e. Uber, OLA, Lyft, etc.) and other modes of transportation for each occurrence.

Office Supplies

All office supply requests must be submitted to your Office Administrator. Remote employees should order supplies from an Office Administrator when applicable or they may request reimbursement for reasonable supply purchases when approved by their manager. Office equipment and furniture expenses are not allowable expenses, except those allowed as part of the Work From Home reimbursement policy. The Work From Home Reimbursement Policy by location can be found in the HR Portal in Confluence.

Postage

Employees should use corporate courier accounts in lieu of individually sending them and seeking reimbursements for shipping expenses incurred by the transportation of materials necessary to perform job duties. Please use the corporate UPS, FedEx, or your local government postal carrier account which can be coordinated with the Office Administrator. The use of the company's mail accounts for personal use is not allowed.

Visa, Passport fees and Immunizations

If these items are required for international travel, their reimbursement is left to the discretion of your supervisor. If approved by the designated authority, original itemized receipts are required.

Non-Reimbursable Travel Expenses

There are certain items that will not be reimbursed by Granicus including but not limited to:

- Airline club memberships and trusted traveler programs (i.e. TSA Precheck, Clear)
- Airline upgrades
- Business class or first-class flights
- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges
- Commuting between home and the primary work location (this is outside of what would qualify under the Granicus Transportation Allowance benefit)
- Parking or traffic tickets
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion
- Evening or formal wear expenses
- Haircuts and personal grooming
- Laundry and dry cleaning
- Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs
- Travel accident insurance premiums or purchase of additional travel insurance
- Charitable contributions
- Deductible on personal car insurance
- Loss, theft, or damage to personal property
- Other expenses not directly related to the business travel

Gifts Policy

GIFT- A “gift” is anything with a fair market value. (e.g., meals, event tickets, airfare, lodging, pens, notebooks, charitable* and political donations*, flowers, etc.)

Government Employees and Officials.

- Depending on the jurisdiction, gifts of a nominal value (such as pens, notebooks, etc.) may be provided occasionally, to the extent an active or imminent procurement decision is not pending with the recipient.
- Gifts with more than a nominal value are prohibited (unless prior Legal Department approval is obtained).
- Certain states and local jurisdictions may require the provider of a gift to register as a lobbyist.
- In addition to lobbying registration, compliance with training requirements and reporting obligations is mandatory.
- **THE BEST PRACTICE IS NO GIFTS!**

Partners. The rules for Partners acting as prime contractors or those who are in the position to provide impartial advice to the Government are the same as the rules for Government Employees and Officials.

Receipt of Gifts by Granicus Employees. Gifts of a reasonable value (defined as LESS THAN \$50 USD, unless approval is obtained from the Legal Department or the applicable ELT Member) are acceptable.

Gifts to Third Parties (employees of non-government/non-state-owned entities other than Partners, as defined above). The rules for Third Parties are the same as the rules for Granicus Employees, to the extent the Granicus Gifts Policy complies with the Third Party recipient’s policy.

ACCEPTABLE GIFTS IN THE CATEGORIES ABOVE MUST:

- Be reasonably related to a legitimate business purpose and infrequent;
 - Meet general standards of ethical business conduct and occur at a business appropriate venue;
 - Involve no element of concealment by provider or recipient;
 - Be provided where no obligation remains and no favorable treatment is sought;
 - Be compliant with all applicable laws and must not a bribe, kickback, or any other type of improper payment.
 - NOT be viewed as creating any affiliation of Granicus with any particular political party.
- ⇒ Any employee who is uncertain as to whether a gift, favor or other item offered or intended to be offered is permitted should contact the Legal Department for assistance.
- ⇒ Employees are also responsible for reporting any questionable activity to the Legal Department.

*See the Granicus Code of Ethics and Conduct for the Granicus Policies regarding Charitable and Political Donations.

Travel Insurance

We have partnered with Zurich to provide a full suite of insurance benefits and assistance services to support you while you're traveling.

As an eligible member of the Granicus LLC's business travel accident insurance program, you have access to a full range of assistance services that are available 24 hours a day, 7 days a week, and anywhere in the world while you are on business or scholastic travel. The program provides Medical Expense benefit up to \$250,000 with \$0 deductible, while you are traveling outside of your home country for trips up to 365 days in length.

Visit www.zurichtravelassist.com and register for a user account to access our member-only assistance website, where you can view the full array of services provided through your program, including in-depth health and security information on destinations across the world. Once you have registered, go to the App Store or Google Play and download the assistance app, Travelkit, which comes with an itinerary, country information, risk ratings, and security intelligence.

For additional questions regarding your program or for immediate assistance, call our 24-hour assistance center anytime for the following services:

- Emergency Medical Services
- Security Evacuation Services
- Emergency Travel Services
- Information Services

Please see **Appendix F** to find a membership card with contact information. Be sure to keep it with you at all times while you're away from home. Additional information regarding this program can be found in the HR Portal in Confluence. For proof of Corporate Accident & Business Travel insurance coverage, we highly recommend that you use the Memorandum of Insurance – Corporate Accident & Business Travel Insurance found in **Appendix G**. In this form, please fill out (sections highlighted in yellow), print a hardcopy to keep on hand, and create an electronic pdf copy for your records. This is especially important when travelling on international business for proof of coverage against pandemic related diseases such as COVID-19.

Additional Notes and Policies

The Professional Development Policy and Summary of Benefits by location can be found in the HR Portal in Confluence. The Work From Home Reimbursement Policy by location can be found in the HR Portal in Confluence. For anything not listed in this document, or an exception to the policy, please contact your manager or expenses@granicus.com.

Disclaimer: Terms of this Policy are subject to change at Management's discretion at any time.

APPENDIX A – Airfare

Airfare Domestic

United States	Canada	United Kingdom	Australia	India	Armenia
\$500 USD Round Trip	\$600 CAD Round Trip	£400 GBP Round Trip	\$700 AUD Round Trip	₹ 39,000 INR, Round Trip	N/A

Domestic

Note: Travelers must book flights at least 14 days in advance whenever possible to avoid premium airfare pricing. First-class or business class tickets are not reimbursable.

International:

For international travel, you must contact your manager in advance for approval to travel internationally and choose the most economical airfare through Egencia.

India:

In India, all travel requests must be routed through the office administrator.

APPENDIX B – Rental Vehicles

Rental Vehicles

United States	Canada	United Kingdom	Australia	India	Armenia
Covered by Certificate of Liability Insurance when travelling within the U.S. Do not purchase rental car insurance.	Purchase rental car insurance locally through rental car company	Purchase rental car insurance locally through rental car company	Purchase rental car insurance locally through rental car company	The Company provides reimbursement of local taxis (OLA, UBER) or pre-arranged car services via Office Admin where appropriate.	Purchase rental car insurance locally through rental car company

Note: Travelers must book rental cars at least 14 days in advance whenever possible to avoid premium rental car pricing. Granicus authorizes reimbursement for the most economic vehicle available.



CERTIFICATE OF LIABILITY INSURANCE

10/20/2023 DATE (MM/DD/YYYY)
12/6/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Insurance Brokers, LLC CA License #OF15767 Three Embarcadero Center, Suite 600 San Francisco CA 94111 (415) 568-4000	CONTACT NAME: _____	
	PHONE (A/C No. Ext): _____	FAX (A/C, No): _____
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : National Fire Insurance Co of Hartford		20478
INSURER B : Valley Forge Insurance Company		20508
INSURER C : The Continental Insurance Company		35289
INSURER D : American Casualty Company of Reading, PA		20427
INSURER E :		
INSURER F :		

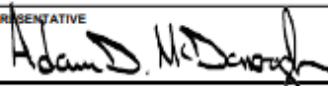
INSURED
 1418581 Granicus, LLC
 408 Saint Peter Street
 Suite 600
 Saint Paul, MN 55102

COVERAGES GRAIN01 **CERTIFICATE NUMBER:** 19170906 **REVISION NUMBER:** XXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER: _____	N	N	6043664103	10/20/2022	10/20/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> AUTOS ONLY <input type="checkbox"/> COLL \$1,000 Ded	N	N	6043664084	10/20/2022	10/20/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXX BODILY INJURY (Per accident) \$ XXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXX \$ XXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: _____ RETENTION \$: _____			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXX AGGREGATE \$ XXXXXXX \$ XXXXXXX
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	6043664067 (AOS) 6043664070 (CA)	10/20/2022 10/20/2022	10/20/2023 10/20/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: Evidence Only

CERTIFICATE HOLDER 19170906 Evidence Only	CANCELLATION See Attachment SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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APPENDIX C – Lodging

Lodging

United States	Canada	United Kingdom	Australia	India	Armenia
Up to \$150 US standard rate per day	Up to \$225 CAD standard rate per day	£200 GBP (inside London) £125 GBP (outside of London) per day	\$150 AUD standard rate per day in Melbourne \$200 AUD standard rate per day in Sydney	Up to ₹ 9,000 INR standard rate per day	Up to 40,000 ₴ AMD standard rate per day

Note: Travelers must book single room or standard room lodging at least 14 days in advance whenever possible to avoid premium lodging pricing.

India:

In India, where possible, employees must seek assistance from the Office Administrator to leverage the existing associations and relationships with local hotels for the benefit of travelling employees. If the Company negotiated rate is not available at their first hotel of choice or due to a last-minute booking, policy requires that a booking must be attempted at an alternative Company-preferred hotel as advised by the Office Administrator.

APPENDIX D – Meals

Meals

United States	Canada	United Kingdom	Australia	India	Armenia
Total: \$85 USD per day Breakfast: \$20 USD Lunch: \$25 USD Dinner: \$40 USD	Total: \$100 CAD per day Breakfast: \$25 CAD Lunch: \$30 CAD Dinner: \$45 CAD	Total: £80 GBP per day Breakfast: £20 GBP Lunch: £25 GBP Dinner: £35 GBP	Total: \$125 AUD per day Breakfast: \$30 AUD Lunch: \$35 AUD Dinner: \$60 AUD	Total: ₹ 4,900 INR per day Breakfast: ₹ 900 INR Lunch: ₹ 2,000 INR Dinner: ₹ 2,000 INR	Total: 23,000 ₴ AMD per day Breakfast: 5,000 ₴ AMD Lunch: 6,000 ₴ AMD Dinner: 12,000 ₴ AMD

Note: Travelers are encouraged to purchase reasonable healthy meals to ensure you maintain fitness for duty. For department approved business lunches, we will reimburse up to our guidelines per person unless otherwise approved by your department supervisor.

India:

In India, breakfast is generally covered by the hotel and lunch would be provided by the host company in the office. The above meals limits are guidelines for when this is not available.

APPENDIX E – Mileage

Mileage

United States	Canada	United Kingdom	Australia	India	Armenia
58.5 cents US per mile	61 cents CAN per kilometer for first 5,000 kilometers; 55 cents per kilometer thereafter	45 pence per mile for first 10,000 miles; 25 pence per mile thereafter	72 cents AUS per kilometer	No Standard	No Standard

Government Standards referenced includes:

[United States Standard Mileage Rates | Internal Revenue Service \(irs.gov\)](#)

[Canada Reasonable Per-Kilometre Allowance | CRA \(Canada.ca\)](#)

[United Kingdom Approved Mileage Rates | HMRC \(gov.uk\)](#)

[Australia Cents Per Kilometre Method | ATO \(www.ato.gov.au\)](#)

APPENDIX F – Business Travel Accident Insurance Program

Travel Assist[®] Services



Part of the Accidental Death & Dismemberment Plan

Zurich Travel Assist[®] is a comprehensive travel assistance program offering you benefits and services when traveling 100 miles or more from your residence.

You can access the Travel Assistance Plan by calling 1-800-263-0261 from the U.S. or Canada; and collect from anywhere else in the world at +1-416-977-0277; or log on to the Travel Assist[®] web site at www.zurichtravelassist.com.

Zurich Travel Assist[®] Services include the following:

Medical Assistance

- Emergency Medical Referrals
- Medical Monitoring
- Medical Evacuation/Repatriation*
- Non-Medical Repatriation*
- Hospital Admissions
- Medical Payment Advancement
- Prescription Assistance
- Visit to Hospital by Family or Friend*
- Return of Children/Traveling Companion*
- Repatriation of Remains*

Information Assistance

- Passport & Visa Information
- Weather, Cultural & Currency Exchange
- Embassies and Consulates (Addresses and Telephone Numbers)
- Travel Advisories
- Inoculation & Immunization

Security Assistance:

- Global database
- Travel advisories
- A direct contact
- Evacuation and consulting

Personal Assistance

- Lost Baggage Service
- Translation & Interpretation
- Emergency Messaging
- Emergency Ticket Replacement
- Lost Document Replacement
- Emergency Advancement of Funds
- Return of Vehicle

Legal Assistance:

- Legal Referral
- Advance of Bail

* The program will cover certain costs associated with these travel services, subject to the stated limitations.

Visit the Zurich Travel Assist[®] website: <http://www.zurichtravelassist.com>

Features Include:

- Information on Services Provided
- Travel Risk & Security Information including country intelligence, security advice, travel health and Identity Theft
- Printable Membership Card
- Contact Information

APPENDIX F – Business Travel Accident Insurance Program (Continued)

Download the Travel Assist App: “TravelKit-Mobile Traveller”:

- Designed to prepare and assist traveling insureds and their families
- Features an itinerary that will keep you up-to-date with the latest news and events that may affect your travel
- Features travel information
- Risk ratings
- Security intelligence

No transport or service will be covered unless you contact Zurich Travel Assist® prior to the transport, the attending physician approves, if applicable, and Zurich Travel Assist® pre-authorizes the transport or service.

For further information, contact your local Human Resources Representative.

Note: This document is intended to highlight some of the services provided. The services indicated above are subject to certain restrictions, exclusions and limitations. The specific terms and conditions of the services are contained in the Policy. If a conflict should arise between this document and the Policy, the terms and conditions of the Policy will govern.

Zurich Travel Assist®

Providing access to emergency medical, informational, legal, security and personal assistance while traveling away from your principal residence.



ZURICH®

Policy number: GTU 6408288	For emergencies and live support in the U.S. and Canada, call 800-263-0261. Anywhere else in the world call collect at 1-416-977-0277 or fax 1-416-205-4622. <i>When calling please identify yourself as an insured of Zurich in North America.</i>
Company name: Granicus, LLC	For general travel information and intelligence visit zurichtravelassist.com

A1-112009120-C (10/19) 112012865





ZURICH®

This is not a medical insurance card and not a guarantee of service. To confirm eligibility, call the number on the front of the card. Eligibility terminates when the employee or member is no longer employed by or a member of the sponsoring organization.

APPENDIX G – Memorandum of Insurance

Zurich American Insurance Company
 1299 Zurich Way
 Schaumburg, Illinois 60196



Memorandum of Insurance – Corporate Accident & Business Travel Insurance¹

Zurich American Insurance Company (hereinafter “Zurich”) confirms that the Policyholder mentioned below has purchased a Corporate Accident & Business Travel insurance policy which extends for the benefit of employees, representatives and associated persons travelling for business purposes on behalf of the Company (hereafter “Insured Person” or “Business Traveler”). Depending on the insurance program structure, coverage extends to either an Insured Person directly, or the Business Traveler indirectly via insurance indemnification to the Policyholder for specified losses incurred by the Business Traveler.

Policyholder	Granicus,LLC	Policy No.	GTU 6408288
Policy Effective Dates	From 08/15/2022	until	08/15/2025
Company	Same as above		
Insured Person/Business Traveller	[REDACTED]		
Travel Period	From [REDACTED]	until	[REDACTED]
Destination	[REDACTED]		

Insurance coverage in case of accident or illness	Benefit Amounts ² in USD
Overseas Medical expenses	In excess of 50'000
Medical evacuation expenses <i>Travel and transport of the Insured Person/Business Traveler to the nearest doctor or to the nearest hospital where appropriate medical care is available.</i>	100% of Covered Expenses
Repatriation expenses <i>Costs for the return transport or the return journey of the Insured Person/Business Traveler to the country of permanent residence or the country of assignment.</i>	100% of Covered Expenses
Repatriation of mortal remains	100% of Covered Expenses

Coverage for these benefits is provided if expense is COVID-19-related.

Operative time

Coverage is provided on a 24 hour basis during the Policy Effective Dates and while undertaking a business trip (including side trips) with destinations outside the Insured Person/Business Traveler’s country of permanent residence or country of assignment (or within an Insured Person/Business Traveler’s Country of Assignment).

Cover shall commence from the time of leaving the place of residence or the place of employment (whichever occurs last) and continue until arrival back at the place of residence or the place of employment (whichever occurs first).

Cover is applicable for the duration of the dates of travel subject to the period of validity of the policy. If the travel ends after the policy termination date, cover is applicable subject to the policy renewing at expiry. If the policy were to be cancelled, then this Memorandum of Insurance shall not be read to extend the Policy Effective Date beyond any applicable cancellation date.

APPENDIX G – Memorandum of Insurance (Continued)

Territorial scope & sanctions exclusion

Coverage is provided while travelling worldwide, excluding travel into countries under OFAC sanction lists or equivalent sanction lists from the United Nations, European Union, United Kingdom and Switzerland. Also, Zurich shall not be deemed to provide coverage or will not make any payments or provide any service or benefit to any Policyholder, Company, Insured Person, or other party to the extent that such cover, payment, service, benefit and/or any business or activity of such party would violate any applicable trade or economic sanctions law or regulation.

Signed for and on behalf of the Company

Marty Banaszek

Head of Group Accident