

Travel and Business Expense Reimbursement

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Section 1 – General Provisions**A. Philosophy**

Brightspeed (also “Company”) fosters an agile and progressive approach to work and travel because we know the value of meeting our customers and employees where they are. This policy is designed to support all employees to serve customers and run the business, regardless of whether they report to a Brightspeed location or work remotely. Following are policy guidelines for being good stewards of Brightspeed resources when traveling for business or incurring business-related expenses.

B. Policy Overview

Brightspeed reimburses reasonable expenses incurred by employees when conducting business on behalf of the Company. Employees and approving managers are expected to ensure expenses are consistent with all applicable Brightspeed policies. This policy may not address all reimbursable expenses; in that case, employees should follow basic principles of prudence and have a discussion with their manager if there is a question about whether an expense is appropriate. Managers can direct questions about whether a certain expense is reimbursable to:

concur@brightspeed.com. Employees must comply with all Company policies, including the Code of Conduct, any applicable requirements of a government contract, and with U.S., State, and Federal law.

C. Concur

SAP Concur is an expense management platform designed to streamline the expense reporting process. Employees must use Concur to create and submit expense reports for both out-of-pocket expenses and charges made with corporate credit cards. The platform simplifies the management of expense reporting and approvals, ensuring a seamless experience for tracking and reimbursing expenses. Concur can be accessed via the "[My Travel & Expenses](#)" page on The Bridge.

D. Use of Personal Funds and Reimbursement Requests

Employees who do not have a corporate credit card but incur approved business-related expenses must request reimbursement through Concur. Employees are responsible for submitting accurate expense reimbursement requests. Proof of payment must accompany the reimbursement request. Acceptable forms of proof are an itemized receipt (digital or physical) or a copy of a cashed check with an associated invoice. Receipts are not required for tips, tolls, personal mileage and international transaction fees. Employees will receive reimbursement through the direct deposit account they’ve enabled for payroll, or a paper check if the employee does not have direct deposit.

E. Corporate Credit Card

Brightspeed full-time employees who incur business related expenses at least four times per year can request approval from their manager for a corporate credit card to be used for those expenses. Application for a Brightspeed credit card can be made via ServiceNow by selecting the ‘[Credit Card Management \(New/Cancel/Update\)](#)’ catalog item. The ServiceNow request must explicitly state the business justification for the credit card (example: travel more than four times per year for corporate meetings). Upon receipt of the corporate card in the mail, employees must activate the card within two weeks of receipt. If the corporate card is not activated within 30 days of the issuance date, it will be cancelled by Brightspeed. Employees who are issued a corporate credit card are encouraged to install the CitiManager app on their phone and to take a picture or make a photocopy of both sides of their credit card in case the card is lost or stolen.

Use of a corporate credit card is restricted to Brightspeed business-related expenditures. It is a violation of policy to intentionally use a corporate credit card for personal or non-business expenses.

Personal expenses inadvertently charged to a corporate card should be handled promptly through expense report submissions in Concur. Any personal charges owed to Brightspeed will be deducted from the expense reimbursement owed to the employee. If there is no reimbursement owed to the employee, the personal amount owed to Brightspeed will be deducted from the employee's paycheck.

Employees are responsible for identifying and reporting a lost or stolen card or fraudulent charges to Citibank immediately by reporting the incident on the CitiManager app or contact Citibank 1 (800) 950-5114. Additionally, employees should report any instances of fraudulent activity on their credit card by sending an email to concur@brightspeed.com. For fraudulent charges where a credit is issued, both the charge and credit should be submitted on the same report, unless the credit is delayed such that the credit needs to be submitted on a separate report to align with submission deadlines (see section F. III. Responsibilities – Timeliness).

F. Responsibilities

Employees are responsible for submitting accurate expense reports in Concur and using a corporate credit card appropriately. Failure to do so is a violation of Brightspeed's Code of Conduct and will result in appropriate disciplinary action, up to and including termination of employment.

I. Certification

An employee who seeks reimbursement of a business-related expense made with personal funds must be the person who incurred the expense. Employees should avoid incurring corporate card transactions on behalf of other employees. However, if there is a justified business need or Manager approval has been pre-obtained, corporate card transactions on behalf of others may be reimbursed. In certifying the expense, the employee ensures that the:

- Goods and/or services were received as ordered.
- Expense was incurred on behalf of the Company and were for Company use only.
- Expense was not previously reimbursed.
- Expense is submitted on an expense report to the correct expense type.
- Expense has a valid business purpose.
- Receipt reflects the actual cost of goods or services.
- Expense does not violate any laws or corporate policies.

II. Approval

All business expenses incurred on a corporate card or employee out of pocket expenses submitted for reimbursement must be approved at least one level higher than the person incurring and certifying the expense. An employee who approves a submitted expense report is responsible for ensuring that the requirements for approval of the expense report have been met, which are listed below:

- Business purpose has been provided and represents a legitimate business need.
- The amount of the expense matches the supporting documentation (generally a receipt).
- The Concur expense type chosen by the submitting employee aligns with the nature of the cost.
- Goods and services have been received.

- Expenses were incurred per the requirements of this Policy and are appropriate for reimbursement or, as applicable, payment by Brightspeed.
- Expenses do not violate any law or corporate policy.

III. Timeliness

Expenses must be submitted on an expense report within 30 days of incurring the expense. If corporate credit card expenses are not submitted for approval within 60 days of incurring the expense, the employee's corporate card may be suspended until the expenses are submitted and approved. Expenses submitted for reimbursement more than 90 days after they are incurred may become taxable income to the employee.

Supervisors are expected to review and approve or reject an expense report within the Concur system within 10 business days of submission by an employee. If ten calendar days pass after report submission with no approval from the Supervisor, the expense report will automatically be forwarded to the Supervisor's Manager for approval. If another ten calendar days pass without report approval, the report will be escalated to the next Manager as per the Brightspeed organizational chart. Please note that Supervisors and Managers do have the ability to delegate their approval authority to other employees when they are on vacation or out-of-office.

IV. Multiple Employee Expenses

The highest level Brightspeed employee present must incur the expense and submit it to his or her supervisor for approval, with the following exceptions:

- The sponsor of a business meal or event hosted for external (non-Brightspeed) attendees who has the appropriate approval authority.
- An administrative assistant of a vice president or above who orders food and beverages for a business event, either on or off Company property. Other than this, you should never ask a subordinate to pay or incur an expense for an event hosted by you.

For example:

- A Brightspeed manager and his/her director take clients to lunch. The director should submit the associated expense for reimbursement and approval.
- A Brightspeed director hosts an all-day seminar with non-Brightspeed attendees. Lunch is provided by Brightspeed. The director's vice president attends lunch to address the group. As host of the event, the director should pay for the lunch and submit the expense to his/her vice president for approval.

G. Documentation and Receipts

I. Receipts

The following types of receipts are required for reimbursement:

- Travel – passenger receipt (air, rail ticket, e-ticket, invoice/itinerary) or detailed credit card receipt including the traveler's name, transaction amount, and destination points.
- Hotel – itemized hotel statement with lodging expenses shown separately from any other reimbursable expenses incurred at the hotel.
- Car Rental – rental car receipt.

- Other corporate expenses – itemized receipt if over \$25.00 should include transaction date, transaction amount, and item description.

Employees are required to submit itemized receipts for all approved expenses over \$25. Receipts for transactions \$25 or less are not required to be submitted if purchased using a corporate credit card. Where receipts are lost, reimbursement requires a missing receipt declaration to be filed within Concur and electronically attached to the relevant expense report. The missing receipt declaration will be reviewed by the employee’s manager as part of the manager’s review of the entire expense report.

Missing receipt declarations should only be submitted as a final option when no other documentation to support the expense can be found. Missing receipt declarations should not be submitted for Airfare, Hotel or Rental Car expenses. If an employee frequently submits missing receipt declarations, feedback may be provided to that employee’s manager and disciplinary action may be taken.

Brightspeed employees should ensure that complete full credit card numbers are not visible on any receipts submitted with expense reports.

II. Business Purpose

To ensure transparency and alignment with our Travel & Expense Policy, all employees are required to provide a Business Purpose for each expense submitted through Concur. This field is crucial not only for validating that the expenses are directly related to business activities and comply with our policy but also for meeting IRS requirements. The IRS mandates that expenses must be "ordinary and necessary" for business purposes to qualify as deductible. When completing the Business Purpose field, employees should include a clear and concise description of how the expense supports company objectives or projects. For example:

Airfare: “Flight to attend the annual industry conference for networking and business development.”

Hotel Accommodation: “Overnight stay required for a multi-day fiber installation project to ensure timely setup and support.”

Meals: “Lunch meeting with a vendor to discuss partnership opportunities and collaboration.”

Providing this information helps ensure compliance with IRS regulations, facilitates accurate financial reporting, and supports effective budget tracking by ensuring that all expenses are justified and appropriately categorized.

Section 2 – Employee Business Travel

A. General

Brightspeed supports its professionals and leaders in working remotely or in a hybrid work environment, if their job roles allow. However, business travel may be required of any employee (whether remote, hybrid or assigned to an office) in order to effectively conduct business, support customers, and build a collaborative culture.

At Brightspeed, we are pleased to offer Navan as a tool for booking travel arrangements. Navan is a travel management platform that can be used for booking flights, hotels, and rental cars, all in one place. Navan can be found by navigating to the [My Travel & Expenses](#) page on The Bridge. To request a Navan user account, send an email request to

concur@brightspeed.com requesting access. Employees can choose to take advantage of Navan's features for its efficiency and ease of use, but it is important to note that utilizing the platform is not mandatory. Employees are welcome to make travel arrangements through other methods, provided they adhere to our travel and expense policy guidelines.

Brightspeed employees who are assigned corporate credit cards must use them to charge business travel and lodging related expenses.

B. Airline Travel

Brightspeed encourages employees to book the most economical airfare that accommodates business need and should select non-reimbursable/nonrefundable airfare unless it is expected that the needs of the business might require the flight to be modified. For North American flights longer than 4 hours, employees may book an extended leg room economy seat if available. For international flights outside of North America, employees may book a business class ticket. To ensure availability of the most economic seating, every effort should be made to book domestic air travel at least 14 days in advance and international air travel at least 30 days in advance.

Regarding airfare, Brightspeed will reimburse:

- Checked luggage or equipment needed for business purposes
- Wi-Fi during the flight when used for business purposes and purchased on a per-flight basis
- Expenses for monthly in-flight Wi-fi subscription for travel will be reimbursed if the submitting employee travels at least 3 times per month.

Brightspeed will not reimburse:

- Charges for oversized bags
- Replacement of lost or stolen items
- Additional lost luggage insurance
- Charges for unreasonable or unnecessary flight changes
- TSA precheck fees, Clear membership fees, and other similar travel memberships.

Employees can keep for personal use any frequent flyer credits and reward points for hotels and car rentals earned while traveling for business and using a corporate credit card. However, credits for unused airline tickets will be returned to Brightspeed. Employees may not voluntarily relinquish their seats on overbooked flights and retain the seat credit. Employees who are bumped from a full flight with no recourse should rebook the flight to arrive at the destination as close as possible to the original arrival time. In this case, any seat credit will revert to Brightspeed.

In the event that an employee's luggage is lost by the airline on the initial leg of business travel, the employee may submit expenses related to replacement clothing and incidentals necessary to continue conducting business so long as supporting receipts and an explanation are included in the expense submission. If an employee's luggage is lost on the return flight home from business travel, the employee should pursue reimbursement from the airline directly.

To ensure continuity of operations in the event of an accident, no more than two members of the Executive Leadership Team are permitted to fly on the same aircraft.

Employees are not permitted to use personal aircraft for Company travel.

C. Ground Transportation

Brightspeed employees are expected to use the most cost-effective means of ground transportation that meets the business need.

Rental Vehicles

Brightspeed employees who need to rent a vehicle for business travel should:

- Reserve the most appropriately sized vehicle to accommodate the comfort of passengers and the length of the trip. Rental cars should be mid-size or smaller unless three or more people are traveling together or business requirements require additional space for passengers or equipment. Premium/specialty cars are not authorized without prior VP approval.
- Use their corporate credit card to book the rental vehicle.
- Decline vehicle insurance coverage.
- When there is knowledge that more than one employee is traveling to the same location at the same time, rent one vehicle if possible.
- Inspect the vehicle for damage before driving it.
- Refuel the vehicle before returning it. Refueling expenses from the rental car vendor as a result of an employee returning a rental car not fully refueled is a violation of policy.
- Review the rental vehicle receipt for accuracy prior to leaving the counter.
- Submit refueling expense with the vehicle rental expense on your reimbursement request.

Uber, Lyft, Taxi, & Other

In lieu of a rental vehicle, Brightspeed employees may utilize the most economical class of Uber, Lyft, or taxi vehicle. Employees may also use rentable scooters or bikes in place of a vehicle, if preferred. Black cars and limousines require VP approval.

Rail

Rail passes used for commuting to/from home to a Brightspeed work location are not reimbursable. For business travel and in lieu of airfare or personal vehicle, Brightspeed employees who choose to travel by rail should use the most economical fare.

Personal Vehicles

Employees are expected to provide their own transportation to/from their Brightspeed work location. Commuting expenses (from home to your work location and vice versa) are not reimbursable.

For employees who are assigned to a Brightspeed work location and travel for business within their home city in excess of their normal daily commute, they will be reimbursed for either (i) the actual mileage of their personal vehicle in excess of their normal commute to/from their regular work site, at the IRS rate in effect at the time of travel, or (ii) actual cost of local transit (Uber, Lyft, subway, light rail).

For employees who work from home and travel for business more than 30 miles within their home city, they will be reimbursed for either (i) the actual mileage of their personal vehicle in excess of the first 30 miles, at the IRS rate in effect at the time of travel, or (ii) the actual cost of local transit (Uber, Lyft, subway, light rail). Mileage in excess of 250 miles per calendar week, excluding daily travel to a primary work location(s) or the first thirty miles traveled on a daily

basis as provided above, must be approved by the employee's director. Mileage more than 90 days old is not reimbursable.

Employees using a personal vehicle for Company business must have a valid driver's license and automobile insurance that meets the minimum requirements required by the state in which the vehicle is registered. Employees who have an automobile accident while driving a personal vehicle for Company business should report the accident immediately to their personal auto insurance company for coverage of costs on any injuries or damage sustained. Additionally, employees should report the loss to Unicall (833-365-3220), Brightspeed's designated reporting center for all risk incidents. Brightspeed will not cover the cost of repairs or damage to personal vehicles.

Employees who work remotely and travel for an out-of-town business trip, including driving to the local airport, may seek reimbursement for personal car mileage driven in excess of 30 miles.

Please note that an employee requesting reimbursement for personal vehicle mileage may not submit fuel expenses for that same trip.

Reimbursement requests for use of a personal vehicle for business must include business purpose, distance, date, origin, and destination.

Parking and Tolls

Employees will be reimbursed for parking and tolls incurred during an out-of-town trip or when the employee is traveling to a work or customer location away from their normal work location. Valet parking will not be reimbursed.

Airport Parking

Employees will be reimbursed for parking of a personal vehicle at the airport and are encouraged to use discounted parking facilities where available, or an economical airport-operated facility. Valet parking will not be reimbursed.

Other Ground Transportation

Employees will be reimbursed for the cost of ground transportation (e.g., subway or light rail) in locations they reach by air travel. Employees are encouraged to use the most economical option available in the area.

D. Hotel Accommodations

Due to potential liability, while on business travel, employees should not stay in Airbnb, VRBO, boarding houses, or other lodging alternatives for business travel.

Brightspeed will reimburse:

- Laundry charges on business trips of more than five days.
- Itemized charges for business-related telephone calls, including international calls for business purposes.
- Use of data services (e.g., hotel Internet charges).
- "No-show" hotel charges if for a valid business reason or emergency reasons beyond the employee's control.
- Reasonable tips for hotel staff.
- Parking. Note: Valet parking will not be reimbursed unless it is the only parking option at the hotel.

Brightspeed will not reimburse:

- Charges for personal cell-phone calls.
- Personal expenses incurred during travel (ex: in-room movies, mini bar expenses, sundries, shoeshines).

E. Meals

Brightspeed reimburses reasonable meal expenses when employees are away from home overnight on Company business. The daily meal expense, actual cost including tips, in all US cities is limited to \$100 per day, except for \$130 per day limit in the following locations: New York/New Jersey, Chicago, Philadelphia, Washington, D.C., California, Seattle, Miami, and Hawaii.

Meals for in-town and out-of-town business meetings, training events, team building, recognition, etc. are allowable at a cost of no more than \$60 per attendee and require manager approval. Providing breakfast, lunch, and dinner to employees during normal work schedules require Director approval.

In circumstances approved by management, reasonable meal expenses will be reimbursed for employees who are working outside their normal work hours (weekends, significant overtime, or traveling all day for work related purpose).

For group meal expense reimbursement, requests must include the name, title, and organization of the individuals eating the meal. Meal expense reimbursement requests, if incurred in connection with entertaining customers or other business stakeholders, must include the information listed below in Section 2H, "Entertainment."

Tip reimbursement is limited to reasonable and customary practices, normally 15% - 20%.

F. Spouse Travel

Travel and entertainment expenses incurred by a spouse or other individual accompanying an employee on business are not reimbursable.

G. Combining Business and Personal Travel

In cases where an employee obtains cost savings in airfare by combining personal and business travel (e.g., extending a business trip over a weekend night), the benefit will accrue to the Company (i.e., no cash back to the employee for the savings). However, if the employee extends a business trip to obtain a lower airfare, the Company will reimburse for any food and/or lodging costs incurred during the extra day(s) of travel provided the airfare reduction reduces the overall cost of the trip. Any additional expense due to combining personal and business travel will be borne by the employee. The normal business trip airfare must be documented on the itinerary. Employees wishing to take extra legs of a flight to correspond with personal travel may do so. The employee will only be reimbursed for what the normal business trip airfare would have been. A clear distinction must be documented to separate personal travel from business travel.

H. Entertainment

To comply with IRS regulations or other government agencies, the following information must be included on all employee expense reports as support for all business meals and entertainment expenses:

- Name, title, and company of attendees.
- Location of establishment where the event was held.
- Amount and date of expense.
- Business topic discussed.

Where it is not practical to list the names of all individuals in the group, for instance at an open house or seasonal party, the senior person and the number of persons entertained should be noted to reflect the relationship between the expenditure and the cost per person entertained. The highest-level employee involved must submit the cost of any entertainment expense.

Failure to comply with IRS reporting or other government requirements may result in a loss of expense deductibility to the Company, and expense reimbursements to the employee being considered taxable income in the employee's tax return, rather than a non-taxable expense reimbursement.

I. Travel by U.S.-based employees outside the United States

I. International Travel Expenses

Employees must request reimbursement in U.S. dollars. Determination of an exchange rate is not necessary if the expenses are incurred on a corporate credit card as the exact amount will be automatically populated in Concur.

Two methods are permissible for determining the exchange rates when an employee incurs expenses denominated in a currency other than US Dollar (USD). These methods are ranked in the order of preferred documentation:

- Copy of credit card/bank card statement showing the expense in USD.
- Manual calculation of expense in USD that includes documentation of where the exchange rate was sourced.
 - An example of a reputable exchange rate sources is Oanda (<https://www.oanda.com/currency-converter/en/?from=EUR&to=USD&amount=1>)

Reimbursement of expenditures made on a personal credit card requires both the actual itemized receipt for all expenses and the credit card statement reflecting the exchange rate. Receipts are required for all international cash reimbursements regardless of amount, except for tips, tolls, and international transaction fees.

Out of pocket expenses for any required vaccinations, visa, or passport expenses incurred due to required business-related international travel are reimbursable.

Business travel outside the U.S. must be approved in advance by the employee's Vice President.

II. Business Continuity – International Travel

Prior to arranging international travel, consult the [Travel.State.Gov website](#) to determine if any travel warnings are in place for your destination. If travel warnings are in place, discuss with your manager whether the trip should be rescheduled or whether your meetings can be held virtually.

If a Brightspeed employee falls ill for any reason or becomes subject to quarantine for COVID-19 exposure while traveling internationally, the employee should contact HR via the [AskHR function in ServiceNow](#) for guidance.

J. Expense Type

For questions about the appropriate expense type to utilize when submitting expense reports in Concur, please refer to the Concur Expense Type Reference Guide, which can be found on The Bridge within the Corporate Applications page.

On the Corporate Applications page, navigate to Concur and click on the “Training Materials” link to find the Concur Expense Type Reference Guide.

Section 3 – Other Business Expenses

A. Credit Card-Only Vendors

Brightspeed acknowledges that certain vendors exclusively accept credit card payments for goods/services and do not submit invoices through the standard accounts payable process. In such instances, employees can use their corporate credit cards to pay these expenses. That said, employees should prioritize using the Ariba procurement process whenever possible and credit card use for vendor payments should be considered a last resort.

B. Professional certifications and licenses

Employee expenses for maintaining and renewing professional certifications are reimbursable if the certification or license is a requirement of the job or provides a clear benefit to the Company in the fulfillment of that employee’s job responsibilities.

C. Professional memberships

Employee expenses for joining and renewing membership in a professional organization is reimbursable if the membership is a requirement of the job or provides a clear benefit to the Company in the fulfillment of that employee’s job responsibilities. These expenses must be approved by management before incurring them. Managers should monitor requests for professional memberships and assure that they are warranted for the position.

D. Working from home

Expenses related to working from home are specifically addressed within Brightspeed’s [Remote Work Policy](#), which applies to all U.S. based, full-time employees who are assigned to work remotely or assigned to a hybrid remote work arrangement.

Remote Work Policy

Given that the remote work allowances are paid directly to the employee as a stipend, remote work expenses or home office equipment should not be purchased via corporate credit card and should not be submitted on an expense report. Please refer to the Remote Work Policy for additional detail.

The Remote Work Policy provides two allowances:

- A monthly remote work allowance intended to help with the costs of business use of an employee’s personal cell phone and home internet and the other costs of a home office. Brightspeed will not provide any additional reimbursements or payments for cell phones or internet service. The remote work allowance will be paid as a stipend and does not constitute an increase in base pay, but it will be itemized and separately reported on pay statements and may be subject to applicable taxes.
- A one-time allowance of up to \$250 for the purchase of supplemental home office equipment. This one-time allowance is applicable to Brightspeed new hires with a remote or hybrid working arrangement and is not applicable for employees conveyed in an acquisition unless there is a change in working arrangement from exclusively office to hybrid or remote. The allowance will be paid as a stipend as soon as administratively possible after the first date of employment or after the remote or hybrid work arrangement begins. It will be itemized and reported separately on pay statements and may be subject to applicable taxes.

The Remote Work Policy does not apply to employees who are subject to a Collective Bargaining Agreement.

Section 4 – Expenses Not Authorized for Reimbursement

The following expenses will not be reimbursed by the Company and should not be submitted by employees for reimbursement:

- Software – all software should be purchased in accordance with the process found via this [Bridge article](#) and should not be purchased via corporate credit card.
- Daily mileage to and from the employee’s residence to their primary work location(s) or their “reporting location” for the day.
- Fees for airline, hotel, or other frequent traveler clubs or programs, without advance written VP approval.
- Personal entertainment, such as hotel or in-flight movie rental or pay per view, hotel room mini- bar, plays, theater, sporting events, gambling, sightseeing and other activities of a personal nature, etc.
- Any additional flight insurance beyond what Brightspeed provides.
- Car rental fee and Uber, Lift or taxi fee at the same location during the same trip.
- Parking tickets and traffic fines.
- Fitness center and gym memberships.
- Spouse and significant other travel at Company expense, except as pre-approved in writing by your VP. If approved, this may be treated as taxable income to the employee.
- Medical expenses incurred while traveling on Brightspeed business. These expenses should be reimbursed through the employee’s health insurance.
- The replacement of lost or stolen items, or additional lost luggage insurance. This includes lost/stolen personal items from a rental car, hotel room, and from your personal vehicle or Company assigned workspace.
- Holiday or special occasion parties or activities, unless pre-authorized in writing by your VP.
- Home maintenance, child or other dependent care, pet care, or other personal services.
- Initiation fees or monthly dues to a country club or social club.
- Expenses over 90 days old may not be reimbursed.

- Community outreach organizations (Rotary Club, Lions Club, Optimist Club, etc.), without segment business unit EVP approval.
- Charitable contributions without segment business unit EVP approval.
- Dues, fees, or memberships to business oriented social networking clubs or websites, such as LinkedIn. Corporate licenses are the exception.
- Holiday gifts, holiday/greeting cards and gifts to employees, vendors, consultants, suppliers, or service agencies except as pre-approved by two levels above the requesting employee and, as applicable, Ethics & Compliance (complianceline@brightspeed.com). Such gifts must comply with the Business Courtesies Policy and the Anti-Corruption Policy, and the submitter is required to attach the email approval to the expense report.
- Personal supplies (e.g., briefcases, toiletries, reading material) or other personal expenses (e.g., haircuts, shoeshines, spa/massage charges).
- Car wash, oil changes, maintenance or repairs for personal automobiles.
- Prizes or awards, unless pre-approved by your Vice President. It is important to note that most prizes and awards are taxable to the employee recipient. Taxable awards must be submitted to the Payroll Department to ensure proper tax reporting. Please contact the Tax Department for guidance in determining the proper taxation of prizes and awards given to employees. Tax gross ups are not handled through the business expense reimbursement process. All tax gross ups must be handled through HR Compensation and Benefits.
- Political contributions of any type.
- Tuition costs except as provided for under the [Tuition Reimbursement Program](#).
- Expenses associated with adult entertainment or any activity that would reflect poorly on Brightspeed.
- Cost of staying with friends or family during a business trip in lieu of renting a hotel room (e.g., buying their meals, groceries, or household supplies).
- Gift cards bought to purchase materials, supplies, or services.
- Fuel expenses without rental car agreement. Fuel for Brightspeed vehicles should be purchased with the fuel pin from our fleet provider.
- TSA pre-check fees, Clear membership fees, or other similar travel memberships.
- Computer printers, scanners, and supplies.
- Mileage over 90 days old may not be reimbursed.

- Uber Eats, DoorDash or other delivery services if used for purchasing anything other than meals.
- Shopping subscription services such as Shipt, Instacart, etc.

This policy will be revised as business requirements dictate. This policy may be amended, modified, or withdrawn, in whole or in part, by Brightspeed at any time, for employees covered under this policy, at its sole discretion and without notice.