

EXPENSE REIMBURSEMENT AND TRAVEL POLICY

JANUARY 2026

POLICY NUMBER: TMG-SEC-034

APPROVAL AUTHORITY: BOARD OF DIRECTORS



THE MAZI GROUP

1. PURPOSE

This Expense Reimbursement and Travel Policy establishes guidelines for business travel and expense reimbursement at The Mazi Group. This policy ensures that employees are reimbursed fairly for legitimate business expenses while maintaining fiscal responsibility and compliance across all brands: Mazi Beauty, Glam Switch, On The Go Mists, and Upvendo.

2. SCOPE

This policy applies to:

- All employees traveling on company business
- All business expense reimbursements
- All brands and business units
- All geographic locations
- Contractors when authorized

3. GENERAL PRINCIPLES

- Expenses must be reasonable, necessary, and business-related
- Exercise good judgment and fiscal responsibility
- Obtain required approvals before incurring expenses
- Submit expenses promptly with proper documentation
- Personal expenses are not reimbursable

4. TRAVEL AUTHORIZATION

4.1 Pre-Approval Requirements

- All business travel requires manager approval
- International travel requires VP approval
- Book travel through approved channels
- Consider virtual meetings as alternative

4.2 Booking

- Use company travel booking system when available

- Book in advance to obtain best rates
- Select cost-effective options
- Preferred vendors should be used when available

5. AIR TRAVEL

5.1 Class of Service

- Economy class for domestic flights
- Economy class for international flights under 6 hours
- Premium economy for international flights over 6 hours
- Business class requires VP approval
- First class not permitted without CEO approval

5.2 Booking Guidelines

- Book lowest logical fare
- Book at least 14 days in advance when possible
- Refundable tickets only when necessary
- Personal frequent flyer miles may be retained

6. GROUND TRANSPORTATION

6.1 Rental Cars

- Use preferred rental car vendors
- Intermediate or standard size vehicles
- Larger vehicles with approval for groups
- Decline additional insurance (company provides coverage)
- Refuel before returning

6.2 Personal Vehicle

- Reimbursed at IRS standard mileage rate
- Document business purpose and miles
- Maintain adequate personal insurance

6.3 Rideshare and Taxi

- Use for airport transfers and local transportation
- Standard service (not luxury)
- Obtain receipts

6.4 Parking and Tolls

- Reimbursable with receipts
- Use economy parking at airports

7. LODGING

7.1 Hotel Selection

- Use preferred hotel programs
- Select moderately priced hotels
- Standard room accommodations
- Location should be convenient to business destination

7.2 Rate Guidelines

- Domestic: Up to \$200/night (higher in major cities with approval)
- International: Reasonable rates for destination
- Government rates when available

7.3 Incidentals

- Internet access reimbursable
- Laundry for trips over 5 days
- Minibar and in-room movies not reimbursable

8. MEALS AND ENTERTAINMENT

8.1 Meals While Traveling

- Reasonable meal expenses reimbursed
- Daily limit: \$75 (domestic), varies by location (international)

- Receipts required for meals over \$25
- Alcohol in moderation with meals

8.2 Business Meals

- Must have clear business purpose
- Document attendees and business purpose
- Reasonable and appropriate
- Senior person present should pay

8.3 Client Entertainment

- Pre-approval required for significant entertainment
- Document business purpose and attendees
- Reasonable and appropriate for business relationship
- Follow anti-corruption policy for government officials

9. OTHER REIMBURSABLE EXPENSES

- Business phone calls and internet
- Conference registration fees
- Business supplies
- Visa and passport fees for business travel
- Vaccinations required for business travel
- Baggage fees (one checked bag)
- Tips (reasonable amounts)

10. NON-REIMBURSABLE EXPENSES

- Personal entertainment
- Personal travel expenses
- Spouse/companion travel (unless pre-approved)
- Traffic violations and parking tickets
- Personal items (toiletries, clothing)
- Gym or spa services

- Upgrades without approval
- Lost or stolen items
- Pet care

11. CORPORATE CREDIT CARDS

11.1 Usage

- Use corporate card for business expenses
- Personal charges prohibited
- Reconcile statements monthly
- Report lost/stolen cards immediately

11.2 Cardholder Responsibilities

- Safeguard card and account information
- Submit expense reports timely
- Maintain receipts
- Comply with all policies

12. EXPENSE REPORTING

12.1 Submission Requirements

- Submit within 30 days of expense or trip completion
- Use company expense reporting system
- Include all required documentation
- Itemize expenses clearly

12.2 Documentation

- Original receipts for expenses over \$25
- Itemized receipts (not just credit card slips)
- Business purpose documented
- Attendees listed for meals/entertainment

12.3 Approval

- Manager approval required
- Approvers should review for policy compliance
- Do not approve your own expenses
- Executives approved by next level or CFO

13. INTERNATIONAL TRAVEL

13.1 Additional Requirements

- Register trip with company travel security
- Obtain necessary visas and documentation
- Review travel advisories
- Understand local customs and laws

13.2 Currency

- Report expenses in currency incurred
- Use corporate card for best exchange rates
- Document exchange rates used

13.3 Safety

- Follow travel security guidelines
- Maintain emergency contact information
- Purchase travel insurance for high-risk destinations

14. COMBINING BUSINESS AND PERSONAL TRAVEL

- Personal portion at employee's expense
- Document business vs. personal days
- Company pays only for business portion
- Pre-approval required

15. TRAVEL SAFETY

- Prioritize safety in all travel decisions
- Do not drive when fatigued
- Follow local laws and customs
- Report safety concerns
- Emergency assistance available 24/7

16. POLICY VIOLATIONS

- Non-compliant expenses may not be reimbursed
- Repeated violations may result in disciplinary action
- Fraudulent expense claims are grounds for termination

17. ROLES AND RESPONSIBILITIES

17.1 Employees

- Comply with policy
- Exercise good judgment
- Submit accurate, timely expense reports
- Maintain documentation

17.2 Managers

- Approve travel and expenses
- Review for policy compliance
- Address policy violations

17.3 Finance

- Process reimbursements
- Audit expense reports
- Report on travel spend

18. RELATED POLICIES

This policy should be read in conjunction with:

- TMG-SEC-004: Anti-Corruption and Anti-Bribery Policy
- TMG-SEC-021: Code of Conduct and Business Ethics
- TMG-SEC-033: Financial Controls and Internal Audit Policy
- TMG-SEC-037: Conflict of Interest Policy

19. POLICY REVIEW

This policy shall be:

- Reviewed annually by Finance
- Updated for rate changes and business needs
- Approved by CFO
- Communicated to all employees

20. DEFINITIONS

- **Business Travel:** Travel required to conduct company business.
- **Per Diem:** Daily allowance for meals and incidentals.
- **Preferred Vendor:** Supplier with negotiated company rates.

For questions about this policy, contact:

Finance Department
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