

# SECTION ONE – Overview

## Policy Overview and Guiding Principles

Akamai is very excited to have you advance in our interview process and we look forward to meeting you. This document applies to all Akamai candidates and provides requirements and procedures while traveling and incurring expenses as part of the interview process. Compliance of the travel policy is required to be reimbursed for interview expenses.

On behalf of Akamai, you are expected to use good judgment and consider whether your travel expenses are necessary and appropriate *before* they are incurred. As such, this travel and expense policy has been developed to provide you with information that will help guide you to the right choices as you book travel and/or incur expenses.

Expenses must be submitted within a reasonable time period. This is defined as no more than 60 days beyond the date the expense was incurred.

**Important Note for Recruiting Candidates:** Expenses submitted after the 60 day window will not be reimbursed without approval from Recruiting Coordinator or Recruiter.

## Questions

If you have a question regarding travel or expenses, please contact your Recruiting Coordinator or Recruiter a minimum of 48 hours prior to your travel; Otherwise, it is assumed you accept the terms of this policy.

## SECTION TWO – Booking Your Trip

### Corporate Travel Services

As a global company, Akamai has a centralized travel services model where the majority of our worldwide locations book through a single agency. Akamai's preferred agency is Egencia.

All airline, hotel, rail, and car reservations must be arranged via Egencia unless you are directed otherwise by your recruiter.

Recruiting Coordinator will provide necessary information to book your trip.

**Important note:** If you are traveling to the US from an international destination, please note that Egencia agents can be reached via phone (1-800-678-0487) from 8:30am to 8:00pm EST. After hours, it may be faster to send an e-mail of your travel itinerary and they will follow up with options.

### Air Travel

Domestic and International trips that are less than a continuous 5,000 miles one way or 10,000 miles round trip must be flown in Coach/Economy class.

International trips that exceed 5,000 miles one way or 10,000 miles round trip of continuous travel may be flown in premium economy, only with preapproval from Recruiting Coordinator or Recruiter.

You must select the lowest, logical fare offered that meets the purpose of the trip. You should choose non-refundable fares as these are the generally the most economically priced tickets.

You may not select a more expensive coach class ticket to obtain an upgrade (upgradable coach). All upgrades are your personal expense and will not be reimbursed.

You may not select a more expensive flight for the purpose of accruing a greater amount of frequent flyer miles.

Akamai does not require you to utilize connections for business trips. Non-stop flights with the lowest logical fare may be selected.

### Airline Ancillary Fees

Airlines charge extra fees for any number of in-flight services or comfort items.

#### Reimbursable ancillary items include:

- Wi-Fi on flights – if flight is over 4 hours as a guideline
- Airline fees for first checked and carry-on luggage
- Food and beverages (will be included in the daily meal limit)

#### Non-reimbursable ancillary items:

- Pillows and blankets
- Headphones
- Inflight Movies
- Overweight baggage
- Wi-Fi on flights – if flight is less than 4 hours

- Frequent flyer programs' costs
- Airline upgrades or purchases of upgrades

### **Lost Baggage:**

- Akamai does not reimburse for personal items that are lost or damaged due to airline mishandling, this responsibility lies with the airlines.

### **Air Cancellations or Reschedules:**

- Ticket cancellations or reschedules should be avoided at all costs (i.e. should only be considered if all options have been exhausted), as fees will be incurred.
- If you need to cancel or reschedule a trip, please contact Recruiting Coordinator or Recruiter for approval. Tickets must be canceled or rescheduled via Egencia as soon as possible.

## Lodging

Hotel reservations should be booked via Egencia as it offers the greatest discount rates. Egencia will ask Candidates for a credit card to guarantee the hotel booking and should plan to use a personal credit card when settling hotel expenses upon check out. Expenses will be refunded as documented on reimbursement form.

Candidates are required to present a valid credit card upon check-in at hotels.

### **Reimbursable hotel amenities:**

- Non-alcoholic beverages, meals, and snacks (calculated as part of the daily meal limit)
- In room or hotspot Wi-Fi is reimbursable

### **Non-reimbursable hotel amenities:**

- Alcohol or mini bar items
- Personal entertainment, such as in-room movies
- Health club or gym

### **Hotel Cancellation**

You are responsible for canceling hotel reservations either via travel agency or with the hotel directly within the timeframe indicated on the itinerary to avoid no-show charges. If charges are accrued, charges cannot be reimbursed without Recruiting Coordinator or Recruiter approval.

## Transportation

**Important note:** When determining what type of transportation to utilize, use good judgement, consider which will be most appropriate and economical.

### **Ground Transportation**

Options for ground transportation include; taxis, shared van service, train/subway, bus or private car service.

Taxi service is reimbursable as a means of transportation to and from airports, hotels, restaurants, etc. and may be used when less expensive modes of transportation are not available, practical or safe.

## Car Rentals

You may use car rentals only when they are clearly the most economical mode of transportation and approved in advance by your Recruiting Coordinator or Recruiter.

Akamai's preferred rental car provider is Avis and discounts are available in most countries. Sixt is a secondary preferred vendor.

Intermediate and lower car types are reimbursable. In the unlikely event that a car is not available from Avis or an intermediate (or smaller) is unavailable; you should use the most cost-effective alternative. Upgrades are not reimbursable.

**Important note:** As part of our corporate agreement, Avis will often upgrade the requested vehicle size under Akamai preferred program at no additional cost.

## Car-Rental Extras

Car rental companies frequently offer "add-on" ancillary items at an additional cost.

The following items are not reimbursable:

- GPS: Most smart phones have a GPS feature or you should plan to bring your own personal GPS device.
- Pre-paid gas: It is better to fill the car at an off-airport gas station before returning the rental. Pre-paid gas is usually the same price as the "street rate" and in most cases, you will not use an entire tank of gas.

The following items may be reimbursable:

- Easy pass toll charges
- All taxes and other mandatory fees
- Insurance offered by the rental company.

## Use of Personal Car

You may use a personal car when the cost is less expensive than other transportation methods or most convenient. In the US, you will be reimbursed for mileage/gas based on the current IRS mileage rate. If you prefer to drive to the interview as an alternative to flying, check with your recruiting coordinator for a cost comparison. In some cases, it's more expensive to drive than fly. Akamai will only reimburse the less costly of the two options.

Repairs to a personal vehicle are not reimbursable even if the damage occurred from an incident while traveling for Akamai interview.

## Parking

Akamai will reimburse you for the cost of parking at the airport. There are many different parking options, including convenient (but expensive) short stay parking, valet parking and budget (but less convenient) long stay parking. You are expected to exercise good judgment to balance cost, convenience and travel needs when selecting a parking provider.

## Meals

Individual meals are defined as meal expenses incurred by you when traveling for interview. You will be reimbursed for meal expenses for the actual cost as long as the cost is reasonable. The daily meal limit is up to USD\$75 or local currency equivalent. If daily meal expenses exceeds limit, candidate will not be reimbursed for the remainder.

## Miscellaneous

### Additional Reimbursable Items

Additional items not previously addressed in this policy which may be reimbursed if they are reasonable, properly substantiated and approved by your Recruiting Coordinator or Recruiter includes:

- Currency exchange fees, where applicable
- Reasonable gratuities for services

### Additional Non-Reimbursable Items

You will not be reimbursed for the following, non-exclusive list of miscellaneous expenses. Other expenses may also be disallowed if they are considered unreasonable or unrelated to the conduct of candidate's travel/interview. In addition, Recruiting Coordinator or Recruiter may determine that a non-reimbursable expense may be allowable under unique and or extenuating circumstances.

- Airline club membership fees
- Alcohol or mini-bar charges
- Athletic fees (e.g. golf fees)
- Baby-sitting and child care
- Books, newspapers and subscriptions for magazines that are not being used for interview
- Car washes
- Cell phone accessories including; additional batteries, hands free kits, car adapters, cell phone repair, or replacement of lost, stolen or damaged equipment
- Charges for a barber, hairdresser, manicurist, beautician, shoeshine, masseur, etc.
- Charges resulting from loss or misuse of personal credit cards
- Cigarettes or any tobacco product
- Country club dues
- Expenses for travel companions/family members
- Expenses related to stopovers/layovers, indirect routing, vacation or personal days while on a business trip (see combining business and personal travel)
- Fees for dependent care, elder care, pet care, home sitting, etc. arising from travel
- Helicopter services for airport transfers
- Loss or theft of cash, tickets, personal funds or other personal property
- Luggage and briefcases
- Medical or dental expenses incurred while traveling for interview
- Membership fees for rental car or other frequent traveler reward programs
- Parking, traffic tickets and or moving violations
- Personal entertainment, including sports events and in-flight movies
- Personal insurance of any kind
- Personal toiletries, souvenirs or gifts
- Postage costs, postcards that are personal in nature
- Repairs due to car accidents when driving a personal vehicle for business or commuting
- Routine maintenance/tune-ups on a personal vehicle
- Travel apps