



### Statement of purpose

This expenses policy applies to all employees of Nations Lending Corporation when they travel for business purposes or incur business-related expenses.

### Company expectations and policy compliance

When you incur or submit expenses, we expect you to:

- Behave honestly, responsibly, and within the guidelines of this policy
- Submit expenses within 30 days of incurring them (to help you get paid more quickly and support our federal, state, and local reporting guidelines)
- Keep all your receipts
- When it may be necessary to deviate from a policy, approval from your senior manager is necessary.

We take this policy seriously and expect you to do the same. Breaches of policy may result in disciplinary action or termination of employment.

### Areas of ambiguity

Your manager should authorize all expense, but if it's not possible, their manager may also approve expenses.

If you're traveling/incurring expenses with other Nations Lending Corporation employees, the senior person should always pay.

If you are in doubt over whether an expense is in policy, ask your manager prior to submitting it. When you submit the claim, provide written justification in the space provided.

### Subject areas

#### Travel

This section of the policy covers the various ways we think people at Nations Lending Corporation are likely to travel in the normal course of business.

If you are traveling in a way that is not covered by this policy or have questions that are not answered here, talk to your manager and include a note with your expense claim when you submit it.

The policy includes information about how and when you should travel by car, air, train, and taxi. It includes details about our commitment to sustainable travel options as well as the importance of choosing the lowest-price logical method of transport available at the time.

Please note: all travel to the corporate office should be coordinated through the company's corporate administrative team. Travel must be booked at least 14 days in advance.

All travel should be booked in standard/economy class. You are welcome to use your own frequent flyer plans, as long as this does not prevent you from booking the lowest-priced logical choice available.

Personal travel may be combined with business as long as there is no additional cost to the company.



### Travel-related expenses

The following travel-related expenses are acceptable and Nations Lending Corporation employees will be reimbursed for these expenses:

- Baggage (no more than 2 bags) and advanced-seat bookings
- Parking
- Uber/Lyft/cabs for conference travel when necessary
- Tips (up to 20%). This does not apply if the tip has already been included in the bill.
- Use of a GPS with rental cars for driving in unfamiliar territory

The following travel-related expenses are not acceptable (this list is not meant to be all-inclusive but to address the most common items). Do not put these on your expenses claim:

- Laundry service/dry -cleaning (unless you have stayed for business for more than 4 nights)
- Mini-bar contents
- Movies/videos
- Parking fines
- The loss/theft of goods (this should be covered by your own travel insurance)
- Childcare
- Petcare
- Any personal elements of your business trip
- Personal car maintenance or damage to personal vehicles while on business (this should be covered by your own auto insurance)
- Spa treatments and health/fitness clubs
- Toiletries

### Accommodation

You are responsible for all hotel cancellations and for reclaiming reimbursements (less cancellation fees) from the hotel directly.

You must always indicate your overnight accommodation location so we can comply with Duty of Care requirements. Either inform your manager or share your travel itinerary with your manager. If your manager is not working when you are traveling you must inform their replacement. If this is yourself, please tell Nations Lending Corporation HR Department.

Any room upgrades while traveling on business for Nations Lending Corporation will be at the employee's expense.

### Food & entertainment

Nations Lending Corporation will reimburse employees for all meals while they're traveling-up to \$50 per day.

Client meals/entertainment costs may be higher. All entertainment claims must include the following details: business reason, venue name and location, name and company of all attendees.

Local remote employees that are required to be on site at the corporate office for the day are not eligible for travel, food, or entertainment reimbursements.



### Other expense types

The following expenses are acceptable and Nations Lending Corporation employees will be reimbursed for them.

- Professional membership fees (where these enhance the standing of the individual and by association, the company)
- Hotel internet fees
- Flight wi-fi for business related purposes
- Postage for business purposes
- Mobile data-usage fees only when traveling abroad (provided it has been pre-booked)
- Standard mileage rate shall be the lesser of \$0.50 per mile or the current IRS allowed rate. This may only be claimed for travel in your personal vehicle for distances in excess of your normal daily commute (e.g. if your normal commute is 20 miles each way, then any mileage in excess of 40 miles per day for a specific business purpose. The mileage must be specifically identified by locations and the nature of the trip.

The following expenses are not acceptable (this list is not meant to be all-inclusive but to address the most common items). Do not put these on your expenses claim.

- Computer/video, audio, electronic or any other type of equipment, including electronic supplies (should be purchased through Nations Lending Corporation IT Department only)
- Furniture or supplies of any kind (should be purchased through Nations Lending Corporation Admin Department)
- Magazines/newspapers (unless essential for a justifiable business purpose)
- Cellular/mobile phone or one time or monthly expenses related to this
- Auto leases or auto expenses of any kind
- Clothing
- Haircuts or any personal grooming expenses
- Gift cards or gifts (unless specific to a person and event and pre-approved in writing by Nations Lending Corporation Compliance and HR Departments – written documentation to be submitted with expense claim).
- Charitable contributions
- Any sports or entertainment related expenses purchased in aggregate for potential future business use (e.g. season tickets to a sports team are not allowed; if you take a client on a business-related event to a specific game, you may expense that specific event(s) only)
- Cash back from debit/credit cards at any retail establishment
- Membership fees that are not specifically related to the mortgage business are not reimbursable (i.e. country club, warehouse clubs, health clubs, etc.)