



US Travel & Expense Policy
(Supplier version)

Updated March 2022

TRAVEL POLICY

SUMMARY



- **Flight**
 - Reserve at least 2 weeks in advance (Recommended)
 - Economy Class
 - Refundable, upgradable, and exchangeable fares are not allowed
 - Optional:
 - More legroom seats within same Economy cabin for 3+ hours of a “Non-stop Domestic” flight (segment) is allowed
 - Flight class upgrade requires LGEUS’s Pre-approval prior to purchase



- **Meal Allowance**
 - Daily limit \$70 per person (including tip and tax)



- **Hotel**
 - Refundable, advance payment (deposit), or pre-paid required rooms are not allowed
 - Standard room rate of \$165 per night (excluding tax)
 - Metro city rates: Same rates are applied within 5 mi radius from listed area below.

| | |
|----------------------|-------|
| Seattle, WA | \$230 |
| Bellevue, WA | \$210 |
| Napa, CA | \$210 |
| San Francisco, CA | \$315 |
| * Silicon Valley, CA | \$325 |

| | |
|-----------------|-------|
| Los Angeles, CA | \$250 |
| San Diego, CA | \$180 |
| Austin, TX | \$180 |
| Chicago, IL | \$250 |
| Nashville, TN | \$200 |

| | |
|------------------|-------|
| Atlanta, GA | \$170 |
| Boston, MA | \$300 |
| Manhattan, NY | \$365 |
| Philadelphia, PA | \$190 |
| Northern NJ | \$185 |

| | |
|-----------------|-------|
| Washington D.C. | \$350 |
| Miami, FL | \$230 |
| *Seoul, Korea | \$220 |

* Silicon Valley Area: San Jose, Santa Clara, Sunnyvale, Milpitas, Palo Alto, CA



- **Rental Car**
 - Compact, Economy Midsize, Standard, and Full-size are allowed
 - Satellite Radio ,GPS, or any additional purchases and upgrade are not allowed



- **Taxi (Ground Transportation)**
 - Local non-luxury taxi or UberX (Standard) allowed



- **Mileage Claims**
 - Record mileage logs (Purpose, Date, Departure/Arriving place, Start/End Mileage)



- **Toll / Parking**
 - Based on actual expenditure (no EZ-pass auto-replenishment)



- **Receipts/Invoices**
 - All must be “**itemized**” and **attached** for all and any purchases (C/C or cash) over \$10.

*For any inquiries, contact LG’s meeting or event coordinator **prior to any purchases**

TRAVEL POLICY

AIR TRAVEL

- Connecting Flights – Connecting flight should be booked over direct flights when cost savings are of \$200.00 or more. The exceptions to this policy are based on the following and should be at the traveler's discretion: time lost for layovers, potential missed deadlines or meetings, potential missed connections.
- Please Do Not purchase refundable or exchangeable tickets.
- Travelers are eligible to take Economy Plus/Comfort Plus/More legroom seats for flights over 3+hours of a non-stop flights w/in the same Economy Class only for Domestic travel only.
- VP and above are eligible for a Business class for flights over 4+ hours (non-stop flights only)
- Coach/Economy Class is authorized for all employees.
- If in need of a class upgrade under certain circumstances, pre-approval from LG is required prior to purchase.
- When making reservations, please be flexible on departure and arrival times since fares vary depending on time and day. Your flexibility could provide an opportunity to save money on air fares.
- The selection of an airline will be based on travel schedule and lowest airfare available. Selection of an airline for personal preference will not be permitted.
- "Itemized" receipts must be attached for all and any purchases (C/C or cash) over \$10.

Airline Frequent Flyer Programs

- If you participate in a frequent flyer program, you can keep any benefits you earn. However, it should not influence your decision in selecting the airline or best fare.

Airline Clubs

- Membership fees of airline clubs are considered a personal expense and will not be reimbursed.

Travel on Charter or Private Aircraft

- Use of charter or private aircraft for business purposes is not allowed under any circumstances.

Weekend and Holiday Travel

- When business travel is required on a Saturday, Sunday, or a holiday, all travel-related expenses will be reimbursed as if it were a normal business day (subject to your Group Head or Director's approval).
- Traveler should use traveler's personal credit card for any non-business related expenses (e.g., sightseeing) traveler might incur.

TRAVEL POLICY

LODGING

- Standard Rooms should be reserved only and must not exceed \$165 per night (excluding tax).
- For Metro areas listed below, each area is set with nightly limits, all rates are excluding tax. Same rates may be applied within 5 mi radius from each listed area below.

| | | | | | | | |
|----------------------|--------|-----------------|--------|------------------|--------|-----------------|--------|
| Seattle, WA | \$ 230 | Los Angeles, CA | \$ 250 | Atlanta, GA | \$ 170 | Washington D.C. | \$ 350 |
| Bellevue, WA | \$ 210 | San Diego, CA | \$ 180 | Boston, MA | \$ 300 | Miami, FL | \$ 230 |
| Napa, CA | \$ 210 | Austin, TX | \$ 180 | Manhattan, NY | \$ 365 | *Seoul, Korea | \$ 220 |
| San Francisco, CA | \$ 315 | Chicago, IL | \$ 250 | Philadelphia, PA | \$ 190 | | |
| * Silicon Valley, CA | \$ 325 | Nashville, TN | \$ 200 | Northern NJ | \$ 185 | | |

* Silicon Valley Area: San Jose, Santa Clara, Sunnyvale, Milpitas, Palo Alto, CA

- Incidentals such as “In-room” movies and mini-bar purchases will not be reimbursed. These items should be charged onto a personal card and not charged onto the corporate card.
- “Itemized” receipts must be attached for all and any purchases (C/C or cash) over \$10.
- Spousal presence on trips must be notified LG Travel coordinator prior to booking

Early Check-Out

- Please note many hotels assess an administration fee to guests who check out before their scheduled departure date. Please be sure to advise the hotel, at or prior to check-in, of any change to your planned length of stay to avoid incurring any fees.

Laundry

- For business trips over 5 consecutive nights, laundry service at hotels is allowed. Itemized receipt must be provided or attached.

Cancellation

- Should you need to cancel your reservation, it is the employee’s responsibility to cancel the reservation in sufficient time to avoid cancellation penalties by either notifying the Travel coordinator or by calling the hotel directly. The Company will not reimburse any charges by the hotel for a “no show” due to failure to comply.

Conservation/Blocked Rates/Shows/Workshop

- If traveling in a group for a show/event and need to reserve a room at the host hotel, reservation can be done directly through the event/hotel after an approval Supervisor and Travel manager prior to event.
- When expensing, detailed and itemized backup document (event invitation, approvals, or others) must be attached.

Hotel Frequent Guest Programs

- If you participate in a frequent guest program, you can keep any benefits you earn. However, participation in these programs should not influence your hotel selection.

TRAVEL POLICY

GROUND TRANSPORTATION

- When traveling, you should always look for the most cost-effective mode of ground transportation (car rental, taxi, UberX, shuttle service, train, bus, etc.).
- Your options for ground travel in order of recommended mode are:
 - Airport shuttle bus service – contact the hotel directly to determine if your hotel provides courtesy bus service.
 - Shuttle service/night bus – available between certain locations.
 - Public Transportation – Bus/subway
 - Taxi (cabs or Uber: select UberX: Standard)
 - Local car service
- The traveler is expected to use their best judgment as to the method chosen based on business needs. Limousines and private chauffeured services should not be substituted for taxis.
- “Itemized” receipts must be attached for all and any purchases (C/C or cash) over \$10.

Tolls / Gas / Parking

- Tolls, gas, and parking expenses will be reimbursed on actual expenditure basis. When parking at an airport for more than one day, daily or long term lots are to be used instead of hourly lots. Reimbursement of mileage traveling to and from the airport plus parking should be less than regular taxi fare. Monthly replenishment charges (EZ pass) on a corporate card (or personal card) is not permitted.

RAIL TRAVEL

- For shorter trips, please consider traveling by train unless it will cost more or it is more time consuming than air travel.
- Tickets should be reserved in economy/coach class only.
- “Itemized” receipts must be attached for all and any purchases (C/C or cash) over \$10.

RENTAL CAR

- Please make every effort to reserve at the most economical rate.
- Rentals can be in the following categories only: Full-size, Standard, Midsize, Economy, and Compact. Travelers should not upgrade at the company’s expense.
- “Itemized” receipts must be attached for all and any purchases (C/C or cash) over \$10.
- Unlimited Mileage should be selected to avoid any unnecessary charges.
- You will not be reimbursed for excess items. (Example: Satellite Radio purchases are not allowed).

MILEAGE CLAIMS

- Provide proof of the start & end mileage, departure & arrival place, and dates for each trip

TRAVEL POLICY

TRAVEL MEAL

- **Travel meals** are defined as meals eaten by an employee on business travel either alone or with accompanying LGE business travelers. Meals eaten with people not on business travel are considered entertainment meals and should be classified as such when submitting expense for reimbursement.
- Travel meal allowance: Should not exceed \$70 per day per person when travelling domestically or internationally. The amount includes tax and tip. Any amount over the daily allowance is the responsibility of each individual.
- Employees shall include alternatives' names when meals are paid together with other employees.
- "Itemized" receipts must be attached for all and any purchases (C/C or cash) over \$10.

Tips / Gratuities

- Incidentals (Non-Meal Tips): Reasonable non-meal tips are reimbursable. Tips should not exceed \$3 per occasion.
- Please check local customs for appropriate tipping when traveling abroad. Any lavish or unreasonable gratuities will not be reimbursed.

Penalties & Fines:

- The Company will not reimburse individuals for penalties, fines and other costs relating to parking, moving and other traffic and vehicle related violations. Even if these fines were incurred while engaging in Company business, it is up to the employee to exhibit good judgment by obeying the regulations and laws of the jurisdiction in which they are present. But in special circumstances these cases will be handled on a case by case basis.

Others

- Reimbursement shall not be made for expenditures incurred for the sole benefit of the traveler such as entertainment, movie rentals, etc. Other expenditures not reimbursable include:
 - 1) Traffic fines for parking or speeding violations
 - 2) Loss from stolen cash or any other lost personal property
 - 3) Repairs to & filling up gas during personal vehicles use
 - 4) Cancellation fees for unreasonable failure to cancel hotel or transportation reservations
 - 5) Commuting costs between home and the office
 - 6) Spouse or family member expenditures
 - 7) Any other purchases not listed in this policy or pro-approved from LG Travel coordinator (proof of pre-approval must be provided)

*For any inquiries, contact LG's meeting or event coordinator **prior to any purchases**

Appendix. Addendum

Policy Revision History

| Version | Date | Author | Changes | Reference T&E Version |
|---------|---------|---------------------|---------------------------|-----------------------|
| 1 | 2/5/18 | NA Internal Audit | New T&E for suppliers | May 2017 |
| 2 | 3/18/22 | Property Management | Updated T&E for suppliers | Sep 2021 |