



Eagle Family Foods Group LLC and its Subsidiaries

Travel & Expense Policy

4/2017



Overview

It is the policy of Eagle Family Foods Group LLC and its subsidiaries to reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the Company. The Company strongly encourages use of travel discounts when making travel arrangements.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Business travel policies are aligned with Company reimbursement rules. All business-related travel paid with the Company funds must comply with Company expenditure policies.

Authorization and Responsibility

Staff travel must be authorized in advance and in writing by the appropriate supervisor. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements.

The traveler is required to submit all travel and business related expenses through Concur within 5-10 business days after the end of the month in which the charges were incurred. Supporting documentation is required for all non-corporate credit card purchases (i.e. cash, personal credit/debit card) of more than \$25.00.

Special processing note: All expenses incurred prior to the end of the Fiscal Year, must be submitted within 5 business days of March 31.

An individual may not approve his or her own travel or reimbursement. All business-related expense and out-of-pocket expenses must be submitted through Concur.

Travel and reimbursement for members of the Executive team must be approved by the Vice President of Finance (if not for that individual it will be the CEO), and will be subject to audit.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

Personal Funds

The Company reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted

Vacation in Conjunction with Business Travel

In cases where vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the Concur expense form. The Company will not prepay any personal expenses with the intention of being "repaid" later, nor will any personal expenses be reimbursed.

Exceptions

Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the Chief Executive Officer or by the Vice President of Finance. In most instances, the expected turnaround time for review and approval is five business days.

Travel Expenses/Procedures

General information

Authorized business travel for staff that includes prepayments must be pre-approved. Reimbursement of parking, mileage, and ferry or bus passes shall be made consistent with this policy.

Corporate Credit Cards

Regular, full-time employees may apply for a corporate credit card but must obtain prior, written approval from their supervisor. To be eligible for a corporate credit card, an employee must travel frequently and/or purchase significant volumes of goods and services for use by the Company.

The corporate credit card cannot be used for personal expenses, to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers for expenses other than those incurred by the assigned employee. Misuses of the card will result in cancellation of the card and withdrawal of corporate credit card privileges. If the card is used for an employee's personal expenses, the Company reserves the right to recover these monies from the employee cardholder and the employee will be subject to disciplinary action up to and including termination. Cardholders will be required to sign a declaration authorizing the company to recover, from their salary, any amount incorrectly claimed.

Corporate credit card expenditures must be reviewed, submitted and approved within 5-10 business days after the end of the month in which the charges were incurred. Supporting documentation is required for all non-corporate credit card purchases (i.e. cash, personal credit/debit card) of more than \$25.00.

If the card expenditures are not reviewed, submitted and approved within 5-10 business days after the end of the month in which the charged were incurred, the employee's corporate credit card may be cancelled. Continued or repeated non-conformance to this policy will result in cancellation of the card and be subject to disciplinary measures up to and including termination.

Lost or stolen cards must be reported immediately to the Finance Department.

Permissible prepaid travel expenses

Before travel, the Company, may issue prepayments for airfare, rail transportation, rental vehicles, conference registration fees and cash advances. Applicable policies and methods of payments for these prepayments follow.

Airfare

Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs.

Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. First-class tickets are not reimbursable.

Coach class or economy tickets must be purchased for domestic or international flights (defined as flight time totaling less than five consecutive hours excluding layovers). A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating.

A less-than-first-class ticket (i.e., business class) may be purchased at the Company's discretion for domestic or international flights (defined as flight time exceeding five consecutive hours excluding layovers).

Airfare should be purchased through Concur Travel. Only in cases of emergency is it appropriate to book airfare through VIP travel. If an emergency were to occur, please contact VIP Travel at (800) 823-2588 and provide calling code AF9J for 24-hour emergency services.

If the airfare was not prepaid by Concur, an original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Reimbursements

All expenses should be purchased through your Company provided credit card. Any further expense requests for reimbursements are submitted on Concur.

All receipts must be submitted through Concur within 5-10 business days after the end of the month in which the charges were incurred. Supporting documentation is required for all non-corporate credit card purchases (i.e. cash, personal credit/debit card) of more than \$25.00.

Special processing note: All expenses incurred prior to the end of the Fiscal Year, must be submitted within 5 business days of March 31.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Reimbursements that may be paid by the Company are shown below.

Rail Transportation

The Company will pay for rail transportation if the cost does not exceed the cost of the least expensive airfare.

If rail transportation was not prepaid through the Company, an original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Automobile (Personally Owned—Domestic Travel)

A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance Company for travel that is business or not personal in nature.

Reimbursement for use of a personal automobile is based on the Company mileage rate. The company follows standard IRS mileage reimbursement rate guidelines.

Automobile (Rental—Domestic Travel)

Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original receipts are required.

The Company authorizes reimbursement for the most economic vehicle available. In certain circumstances, larger vehicles may be rented, with supervisory approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required.

When vehicle rentals are necessary, the Company encourages travelers to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. The Company will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.

Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance Company for travel that is business or not personal in nature. Parking fees, tolls and other incidental costs associated with the vehicle use are not covered by the rental agreement.

Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Employees are encouraged, when possible, to utilize the Company's Uber business account for short-term travel needs upon destination as an alternative to renting a car.

Business Meals

Travelers are required to follow the Company's Group expenditure policies when requesting reimbursement for business meals. The company asks that you follow the per diem guidelines set forth by General Service Administration. You can find the most current per diem rate by visiting their website at <https://www.gsa.gov/portal/content/104877>

Conference Registration Fees

Conference registration fees can be prepaid with a credit card or check through the business office and reimbursed through a Concur expense report. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals should be deducted from the travelers per diem allowance.

If the conference fee was not prepaid, the Company will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are

required. If the conference does not provide a receipt, then a cancelled check, credit card slip/statement or documentation that the amount was paid is required for reimbursement.

A prorated amount for the meals provided must be deducted from the travelers per diem. See Meals (per diem) for more detail. Entertainment activities such as golf outings and sightseeing tours will not be reimbursed.

Registration fees paid directly by an individual will not be reimbursed until the conference is completed.

Lodging (Commercial)

The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 45 miles or more from the traveler's home or primary worksite.

Exceptions to this restriction may be approved in writing by the employee's immediate manager and confirmed by corporate finance.

The Company will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel is held at the conference or convention site, reimbursement will be limited to the conference rate.

Only single room rates are authorized for payment or reimbursement unless the second party is representing the Company in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included.

Business Expenses

Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status, can be reimbursed.

Parking

Original receipts are required for cash-paid parking fees (including airport parking) of more than \$25.00. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

Miscellaneous transportation

Original receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation if costs are more than \$25.00 for each occurrence and paid in cash. Using Uber business is encouraged.

Visa, Passport Fees and Immunizations

If these items are required for international travel, their reimbursement is left to the discretion of your supervisor. If approved by the designated authority, original itemized receipts are required.

Non-reimbursable Travel Expenses

The following items that may be associated with business travel will not be reimbursed by The Company:

- Airline club memberships.
- Airline upgrades.
- Business class for domestic flights or first class for all flights.
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to the business travel.

Candidate Travel

All travel expense reimbursement in connection with interviewing any applicant for an open position at the Company must be approved by management. Management may authorize any Company employee to act as a "host" for interview candidates. Reasonable local transportation and meal costs for hosting the candidate will be reimbursed. All job applicant interview candidates must comply with transportation, meal, and lodging maximums and receipt requirements as outlined in the Travel and Expense Policy guidelines.

Travel & Expense Policy Acknowledgement

Any further updates/revisions to this policy can be found on the Company intranet page.

I acknowledge that I have read the Travel & Expense Policy and understand and agree to abide by its requirements. If I have a concern about possible misconduct, I will raise the concern with my supervisor or the finance department. I understand that the policy is not a contract guaranteeing employment or granting any special privileges.

Signature: _____

Print: _____

Date: _____