

Global Travel & Expense Policy

Quarterly Exceptions Memo | Finance Operations | Q3 2026 (July–September)

1. Purpose

This memo documents temporary exceptions to the standard expense category limits defined in the Global Travel & Expense Policy (rev. January 2026). Exceptions listed here apply only for the period stated and only under the conditions described. All categories and limits not mentioned in this memo remain governed by the standard policy without modification.

2. Active Exception: Travel Category, EMEA Client-Site Engagements

Effective for the duration of Q3 2026 only, the standard Travel expense limit of \$500 USD per trip is raised to **\$750 USD per trip** for employees traveling to client sites within the EMEA region (Europe, Middle East, and Africa) in direct support of an active client engagement.

This exception was approved in response to elevated lodging and transportation costs across several EMEA metro markets during this quarter, and is scheduled for review at the end of Q3 2026. It does not apply automatically — the conditions below must be met.

3. Qualifying Conditions

Condition	Requirement
Region	Travel destination must be within Europe, the Middle East, or Africa (EMEA).
Engagement type	Trip must be in direct support of a billable or active client engagement, not internal travel, training, or conferences.
Time window	Travel dates must fall within Q3 2026 (July 1–September 30, 2026).
Approval	Standard pre-trip approval workflow still applies. The raised limit does not remove the approval requirement.
Documentation	Receipts and the client engagement code must be attached to the expense report as with any standard Travel claim.

4. What This Exception Does Not Cover

The raised limit applies strictly to the Travel category as defined in the standard policy (transportation and lodging). It does not extend to Meals, Client Entertainment, or any other

expense category, even when incurred during the same EMEA client trip. Those categories continue to follow their standard limits regardless of destination or engagement type.

The exception also does not apply to EMEA travel for internal meetings, company offsites, or training — only to travel in direct support of an active client engagement.

5. Note for Approvers

Expense reports submitted under this exception should reference the client engagement code in the notes field. Approvers reviewing a Travel claim between \$500 and \$750 for EMEA destinations during Q3 2026 should treat the claim as within policy provided the engagement code is present and valid; no separate exception request form is required for amounts within this range.

This document supersedes no other section of the Global Travel & Expense Policy. It expires automatically at the end of Q3 2026 unless renewed by Finance Operations.