

Travel & Expense Policy

This Travel Expense Policy applies to OneStream personnel traveling for Customer or Partner-related business purposes where expenses are incurred which are reimbursable by the applicable Customer or Partner. For the purpose of this Policy, "Company" will refer to the applicable OneStream Customer or Partner for which expenses are incurred. Company will reimburse OneStream's reasonable and necessary travel expenses incurred in the conduct of Company's business in accordance with the terms of this Policy.

1) SUBMISSION AND APPROVAL REQUIREMENTS.

- a) OneStream will submit to Company monthly expense reports for all expenses incurred by OneStream personnel associated with a particular engagement. Any exceptions to the requirements set forth in this Policy requires written approval of OneStream and the applicable Company.

2) TRANSPORTATION

- a) Air Travel.
 - i) OneStream will fly economy class for all flights, unless the flight time exceeds six (6) hours. If a flight time exceeds six (6) hours OneStream may upgrade the flight to premium economy or business class.
 - ii) OneStream will use commercially reasonable efforts to book flights as early as reasonably possible.
 - iii) OneStream will book the non-stop fare available on a specific date.
 - iv) OneStream may retain credits from frequent traveler programs. However, travel plans, routing requirements, etc., should not result in additional expense to Company nor require an increase in travel time during regularly assigned working hours.
 - v) The cost of upgrading an airline ticket to another class is not reimbursable unless otherwise provided in this Policy or agreed by the parties.
 - vi) Baggage fees are reimbursable. However, OneStream will use reasonable efforts to minimize incurring these fees. OneStream shall follow OneStream business policies and applicable laws for shipping equipment, tools and/or merchandise.
 - vii) Airline meal fees are reimbursable.
 - viii) Other ancillary airline fees for optional services are considered personal charges and may not be submitted as reimbursable expenses. Such fees include, but are not limited to, fees for early boarding, assigned seats (unless where required by the applicable airline company), preferential seating (aisle, window, exit or other rows), class of service upgrades, and entertainment.
- b) Ground Transportation.
 - i) OneStream will use hotel/airport shuttle services when practical.
 - ii) If car rental is necessary, OneStream will rent at the lowest available rate for a standard vehicle.
 - iii) If OneStream personnel uses a personal vehicle, the Company will reimburse OneStream at the applicable national rate per mile, which covers depreciation, insurance, and gas.
 - iv) Company will reimburse taxi, bus, shuttle, or train fare necessary for any particular engagement.

3) LIVING, MEALS AND OTHER EXPENSES.

- a) Lodging.
 - i) For trips that require over-night stay, reservations will be made at a full-service, moderately priced, non-budget hotel (excluding, for the avoidance of doubt, any Airbnb or similar accommodation options).
- b) Personal Meals.
 - i) Meals are reimbursable provided OneStream is on Company business away from OneStream's or the applicable personnel's normal place of business.
- c) Other Reimbursables.
 - i) Gratuities for taxi, meals, etc.
 - ii) Highway tolls and parking fees.
 - iii) Laundry and dry-cleaning services if OneStream is away for five consecutive days or more.
 - iv) Telephone and telecom (Internet or WIFI) for Company-related business use.

4) GENERAL CONSIDERATIONS.

- a) OneStream will use commercially reasonable efforts to do the following:
 - i) Work with Company to schedule meetings to allow for travel during off-peak hours.
 - ii) When practical, use teleconferencing and/or videoconferencing to minimize travel costs.
 - iii) Minimize number of OneStream personnel taking same trip.
- b) Cancellation of Reservations. If Company cancels a trip less than five (5) business days prior to its scheduled commencement date, Company shall pay OneStream all non-recoverable expenses. OneStream will use commercially reasonable efforts to reduce cancellation fees by cancelling any pre-booked hotel room or flights in accordance with the hotel or airline cancellation policy.