TEAM MEMBER
TRAVEL AND EXPENSE POLICY
# TEAM MEMBER TRAVEL AND EXPENSE REIMBURSEMENT POLICY

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SECTION 1: POLICY OVERVIEW

Purpose
In performing the normal course of business and work duties, Team Members may incur reasonable and necessary expenses, charged to their credit card or paid in cash, for which they should be reimbursed by the Company. When incurring reimbursable expenses on behalf of the Company, Team Members are responsible for requesting reimbursement and providing reasonable supporting documentation to justify the reimbursement. The purpose of this Travel and Expense Reimbursement Policy is to provide Team Members with general guidelines to ensure that only reasonable and necessary expenditures for authorized and approved business, travel, and entertainment are incurred, documented, and paid for by the Company in compliance with applicable laws, Greystar policies, acceptable practices, and good business sense.

The Travel and Expense Reimbursement Policy is available to all corporate Team Members via the Team Member Portal (go to “Operations” and then click on the link to “Travel Information” on the menu on the left). On the “Travel Information” site, Team Members may also access links to travel websites (such as Expedia.com, Travelocity, etc.), airlines, ExpenseAnywhere, User Instructions for ExpenseAnywhere, Greystar’s preferred hotels, rental car agencies, and other helpful travel information.

Objectives
The objectives of the Travel and Expense Reimbursement Policy are to:

1. Provide Team Members with a clear and consistent understanding of Greystar’s policies and procedures related to business travel and entertainment and expense reimbursement.
2. Provide Team Members that travel with a reasonable level of service and comfort at the lowest possible cost.
3. Maximize the Company’s ability to negotiate discounted or preferred rates with travel-related suppliers, and to control and reduce travel-related costs.

Scope
This travel policy applies to all corporate Team Members employed by Greystar and all of its subsidiaries and affiliates. Authorized travel and business related expenses incurred by on-site Team Members (i.e., Team Members who work on a Greystar-managed property) require the approval of the Regional Property Manager and/or property owner, and procedures for submitting requests for reimbursement are provided via Greystar’s Operations Policies & Procedures Manual. All Team Members who are reimbursed for travel-related expenses through a Department, Region, or City Office budget must use ExpenseAnywhere for submitting expense reports, except for certain business related expenses, such as expenses incurred during a due diligence (which are charged to the applicable property or properties), and travel costs for non Greystar Team Members (such as travel costs for a candidate who is being interviewed for employment).

Administration
All questions, concerns, or suggestions regarding Greystar’s Travel and Expense Reimbursement Policy should be directed to your Managing Director. The Company may choose to amend this policy and/or implement additional procedures at any time due to special circumstances or changes in applicable laws.
and policies. In such cases, Financial Services will communicate policy changes or modifications to affected Team Members.

Team Members are responsible for complying with all provisions in this Travel and Expense Reimbursement Policy. The Team Member’s immediate supervisor is responsible for reviewing and approving expense reports, including reviewing all receipts and documentation for compliance with this Policy, prior to submitting expense reports for reimbursement. The Company’s Financial Services business group is also responsible for auditing and reviewing expense reports for compliance prior to processing for reimbursement.

The Company will only reimburse Team Members for expenses that are in compliance with this policy. Team Members that do not comply with this Travel and Expense Reimbursement Policy may be subjected to a delay or withholding of reimbursement or corrective action, including possible termination of employment. Further, Supervisors and Managers that approve expenses that do not comply with this Travel and Expense Reimbursement Policy are subject to corrective action, including possible termination of employment. Senior Managing Directors (or Executive Directors) have final authority for approving submitted expense reports, including any exceptions or expenses that fall outside of the provisions of this policy.

Policy Acknowledgement
To ensure that corporate Team Members have read and understand their responsibility for complying with this Travel and Expense Reimbursement Policy, all Team Members are expected to complete and submit the online “Travel and Expense Reimbursement Policy Acknowledgement,” which may be accessed via Greystar’s Learning Management System (LMS) on the home page of the Team Member Portal. New corporate Team Members are informed about this Travel and Expense Reimbursement Policy and their responsibility for reviewing the Policy and completing the Acknowledgement via their new-hire documentation and/or in the “Foundations” onboarding program.

SECTION 2: TRAVEL ARRANGEMENTS

Travel Reservations
Team Members should communicate with their immediate supervisor to determine when work-related travel is necessary and to obtain supervisory approval in advance of incurring travel-related expenses. In general, to effectively manage travel expenses, Team Members are required to make all travel related reservations as far in advance as possible to take advantage of advance purchase discounts. Regardless of when reservations are made, Team Members are expected to use the lowest logical fares and rates available. Team Members are encouraged to use Internet resources such as Expedia.com, Travelocity.com, Priceline.com, etc., when searching for flights and hotels, as these resources often provide lowest fares and bargain rates. (Refer to the “Travel Information” page on the Team Member Portal for quick links to these and other helpful travel-related resources.)

Saturday & Weekend Stays
Weekend lodging, meals, car, and other related expenses will be reimbursed only if the Saturday or weekend stay was approved in advance by the Managing Director. Team Members are required to submit and include the “Travel and Expense Reimbursement Addendum” (signed by the Managing
Director) with their ExpenseAnywhere expense report to show that these expenses were approved in advance. (See Section 10, “Submitting Expense Reports.”)

Spouse/Companion Travel
The Company will not reimburse travel and entertainment expenses incurred by a spouse or other non-Company individual accompanying a Team Member traveling for business purposes unless there is a bona fide business purpose for the spouse or other non-Company individual to accompany the Team Member, or unless the expenses incurred would have otherwise been reimbursable. For example, expenses for taxi/rental car, airport parking, and hotel would be reimbursable, but expenses for the non-Company individual’s meals would not be reimbursable. A spouse or other non-Company individual may accompany a Team Member on a business trip at the Team Member’s expense, provided the spouse or non-Company individual in no way interferes with the Team Member’s ability to conduct the business purpose of the trip.

SECTION 3: AIR TRAVEL

Acceptance of Lowest Fare
Team Members are expected to accept the most economical fare available that meets the business objective of the trip. Team Members should be receptive to suggestions for connections, alternate airports, routings, and flight times within a two-hour window to take advantage of significantly lower airfares. One way flights only approved if the two flights are less expensive than a round trip or if approved by supervisor. Carrier preference is not considered a justified reason for refusal of lowest logical airfare, including when the Team Member may be enrolled in a carrier’s frequent flyer program.

Airline Class of Service
All air travel must be in coach class, except business class is acceptable when it does not cost more than the lowest available coach fare. Team Members must obtain pre-approval from a Senior Managing Director or Executive Director any time the cost of the airfare is $2,000 or more. Team Members are strongly encouraged to purchase “lowest available” fares, recognizing there may be a charge for last-minute changes in flight times or destinations.

Upgrades and In-flight Services
Free upgrades to first-class or business-class are acceptable if available. Upgrades for seat preferences and early boarding are reimbursable up to a maximum of $50.00 per flight. Team Members may be reimbursed for costs for Wi-Fi or Internet access only on flights of two or more hours in duration. If you routinely travel two or more round trips per month, a monthly inflight wireless plan may be purchased. Any other flight upgrade charges and in-flight services (excluding meals) are the Team Member’s responsibility and are not reimbursable expenses.

Airline Frequent Flyer Programs
Team Members may participate in and retain frequent flyer program benefits. However, participation in these programs must not influence any flight selection that results in incremental costs to the Company above the lowest available airfare as defined in this Policy.
Lost or Excess Baggage
When checking luggage is necessary and if the airline charges for checking luggage, the Company will reimburse Team Members for the cost to check only one bag, unless the Team Member is checking equipment or bags related to the purpose of the business trip. For lost or damaged luggage or items contained in bags, the ultimate responsibility for compensating the Team Member lies with the airlines. The Company will not reimburse Team Members for lost or damaged luggage, or for personal items lost while traveling on business.

It is strongly recommended that Team Members not check company laptops or other electronic Company equipment either as separate items or in their personal luggage. Instead, Team Members should include these items with their carry-on items.

Denied Boarding Compensation and Overnight Delays
Airlines occasionally offer free tickets or cash discounts to compensate travelers for delays and inconveniences due to overbooking, flight cancellations, changes in equipment, mechanical problems, etc. Team Members are strongly discouraged from volunteering for denied boarding compensation, especially for outbound flights, regardless of whether the delay causes any delay, interruption in, or loss of business. Should an airline delay necessitate an overnight stay, Team Members must first attempt to secure complimentary lodging from the airline. If complimentary lodging is not provided by the airline, the Company will reimburse Team Members for lodging and other expenses incurred with the unplanned delay. Team Members should make every effort to take the first available flight to prevent incurring any additional costs in connection with a delay.

Cancellations and Unused Airline Tickets
When a business trip is cancelled after the airline ticket has been issued, Team Members should use the same ticket for a future business trip. The Company will reimburse Team Members for cancellation or re-booking charges, provided the trip was cancelled for reasons outside of the Team Member’s control.

Unused airline tickets or flight coupons should never be discarded or destroyed as these documents may have a cash value. Team Members may submit the costs of the tickets for reimbursement when they are purchased, and then save the unused tickets or flight coupons for future business travel.

Changes to Purchased Airline Tickets
The Company will not reimburse Team Members for any costs or charges associated with changes made to purchased airline tickets when the changes were made for the Team Member’s personal convenience or preference. Costs or charges associated with changes made to purchased airline tickets will be reimbursed if the changes were necessary for business purposes or in the case of a family or personal emergency, provided the costs are approved by the Managing Director (via the Addendum).

SECTION 4: LODGING

Hotel Selection Guidelines
When making reservations for hotels and lodging, Team Members are expected to use negotiated or preferred rates whenever possible. Team Members will be reimbursed only for actual and reasonable
hotel room cost. As a rule, Team Members should use lodging where there are negotiated corporate rates. (A listing of these hotels is available on the Travel section of the Team Member Portal.) In the absence of a negotiated corporate rate, Team Members should choose the lowest available rate for a single room.

Per IRS requirement, detail receipts are required for hotel stays showing the nightly rate, taxes and any other charges. If you book through the travel search engines (i.e. Expedia.com, Hotels.com, etc.), please check in advance with the hotel that they will give you a detailed receipt at check out if booked through those websites. Team Members will not reimbursed without the detailed receipt. Also remember Team Members must provide the actual receipts for meals, rather than a “summary” or credit card statement.

Team Members attending an industry convention, meeting, or educational session that requires an overnight stay may use the hotel where the event is taking place.

Long-Term Hotel Stays
For business trips requiring a stay of a week or longer, Team Members should ask about weekly or long-term rates and discounts.

Room Guarantee and Hotel Cancellation Procedures
Unless otherwise instructed, all rooms should be guaranteed for late arrival. When it is necessary to cancel a reservation, Team Members are responsible for cancelling a hotel reservation in accordance with the hotel’s cancellation policy. (Remember that cancellation deadlines are based on the time zone in which the hotel is located, not the Team Member’s originating location.) Team Members will be held responsible and will not be reimbursed for “no show” charges, unless there is sufficient proof that the billing is in error, or if cancelling in time was not possible (e.g. the Team Member was in flight and unable to make a call). Team Members should request and retain the cancellation number in case of billing disputes.

Hotel Internet and Wi-Fi
Team Members may be reimbursed for the cost of internet or Wi-Fi access available through their hotel provided they are completing work or business-related activities. Cost is not reimbursable for those team members being reimbursed for wireless cards or hotspots monthly. However, whenever possible, Team Members should look for and stay at hotels that offer free internet and/or Wi-Fi services.

Hotel Frequent Guest Programs
Many hotels have frequent guest programs that reward guests with free accommodations or discounts in exchange for a given number of paid room nights at the hotel. Participation in and awards from such programs may be retained by Team Members for personal and/or business use. However, participation in these programs must not influence any hotel selection that would result in incremental cost beyond the Company’s specially negotiated rate. Any membership fees Team Members incur to join these programs are not reimbursable.
SECTION 5: RENTAL CARS

Rental Car Guidelines
Only Team Members with a valid driver’s license and personal auto insurance are authorized to rent a car for Greystar business purposes and to be reimbursed under this Travel and Expense Reimbursement Policy. In general, Team Members should rent a car to drive to and use during business trips when: (a) driving is more cost-effective overall than airline or rail travel, (b) when the cost of a rental car is less than the cost of reimbursed mileage for a personal car, and/or (c) when transporting large or bulky materials and/or equipment. Team Members may rent a car at their destination when it is less expensive than other transportation modes such as taxis, airport limousines, and airport and hotel shuttles. When traveling with other Team Members, one rental car should be shared whenever possible.

A listing of the rental car providers with which the Company has negotiated corporate rates is available on the Travel section of the Team Member Portal. When making reservations for a rental car, Team Members should request the following rental car categories:

- Compact/Midsize/Intermediate Size (for self)
- Full-size (only when sharing with others)

When picking up a rental car, Team Members should ask about and take advantage of any promotional rates, last-minute specials, or free upgrades. Also, whenever possible, Team Members should refuel the rental car before returning it to avoid the additional higher charges related to refueling at the car rental location.

Rental Car Insurance, Accidents, Traffic Violations
Team members who rent a car for use during business travel are covered under a Greystar insurance program and should, therefore, always decline the insurance option offered by the rental car agency. The Company’s policy will cover all related costs, including any deductibles that may apply. Should an accident occur when renting a car, regardless of who’s at fault, Team Members must immediately contact:

- The rental car company
- Local authorities, as required
- Greystar’s Risk Management Department

Team Members will not be reimbursed for any tickets, fines, or traffic violations received, even if these costs were incurred during business travel. Team Members should observe all applicable federal, state, and local motor vehicle laws, ordinances and regulations. Drivers should be aware of applicable state laws regarding cell phone use as certain states do not allow the use of cell phones while driving. If drivers are in a state that permits the use of cell phones while driving, they should utilize a hands free device. Efforts should be made to at all times to keep the focus on the road, not the phone. Texting is not allowed at any time while the vehicle is moving.
Rental Car Cancellation Procedures
If it is necessary to cancel a rental car reservation, it is the Team Member’s responsibility to cancel the reservation in accordance with the provider’s policy and requirements. Team Members should request and retain the cancellation number in case of billing disputes.

Rental Car Club Memberships
Team Members are encouraged to participate in rental car club membership programs that are free and provide faster service.

SECTION 6: OTHER TRANSPORTATION

Ground Transportation To and From Airports and Other Terminals
The most economical mode of transportation should be used to and from airports, bus, and rail terminals when the Team Member is not accompanying or traveling with a client. Team Members traveling to the same location should share ground transportation to and from the airport, train, or other terminals whenever possible, using any of the following modes of transportation:

- Personal car
- Hotel and airport shuttle services
- Buses, subways
- Taxis

Team Members should select the more cost-effective taxi provider, noting that some, like Uber, charge premiums if demand is higher.

Airport & Other Parking
Team Members will be reimbursed for costs incurred for airport and other parking. Valet parking at airports is acceptable and will be reimbursed provided the cost of the parking is the same as if the Team Member self-parked. Tips for airport valet parking are not reimbursed; however, a tip for valet parking at restaurants may be reimbursed when self-parking at the restaurant is not available or convenient.

Guidelines for Personal Car Use
Team Members may use their personal car and be reimbursed for mileage when:

- The use of the car is for business purposes only.
- It is less expensive than renting a car, taking a taxi, or using alternate transportation (air or rail).
- When transporting Company goods for delivery.
- When entertaining clients.

To be eligible for reimbursement, a Team Member must be the driver of the car being used for business purposes. It is the responsibility of the owner of the vehicle being used for business purposes to carry adequate insurance coverage for his or her protection and for the protection of any and all passengers.
Reimbursement for Personal Car Usage
Team Members will be reimbursed for business use of personal cars using the current federal government mileage rate per mile, as established within IRS guidelines. No reimbursement is allowed for Team Members’ normal commute to and from their work location. This mileage should also be deducted from the mileage reported for reimbursement when traveling to locations other than the normal work location, including travel to and from airports, rail, or other terminals when the Team Member is traveling out of town.

For Team Members that have an auto allowance, the auto allowance is intended to cover mileage within a defined geographic area, based on the Team Member’s role and job responsibilities. Therefore, additional mileage reimbursement will be limited to travel outside of the defined geographic area that is covered via the auto allowance. The Team Member’s Offer Letter should indicate the geographic area covered via any provided auto allowance; Team Members should confirm with their supervisor the specific geographic area covered by their auto allowance.

Team Members will not be reimbursed for any repairs to their personal car, or any tickets, fines, or traffic violations received, even if these costs were incurred during business travel. Team Members should never text-and-drive or use their cell phone while driving a vehicle.

To be reimbursed for use of their personal car for business, Team Members will provide the to/from destinations, purpose of the trip, date of the trip, and names of any other clients or Team Members accompanying the Team Member on the trip via ExpenseAnywhere. All receipts for tolls and parking, if any, should also be submitted. The supervisor is responsible for checking submitted mileage to ensure that only allowable mileage (i.e., mileage outside of the geographic area covered via an auto allowance) has been submitted for reimbursement.

SECTION 7: TELEPHONE CALLS, CELL PHONES, & TABLET DEVICES

Business Calls on a Home Land Line and Personal Calls While Traveling
Team Members will be reimbursed for business calls made from a home land line phone if the calls could not have been made from an office or the Team Member’s cell phone, and the calls are reasonable and necessary for conducting business. Costs for these calls may be submitted for reimbursement by attaching an original copy of the phone bill to the expense report, indicating the purpose of the call.

Team Members will not be reimbursed for any personal telephone calls made from air phones or rail phones. Using these devices for business calls is strongly discouraged and should be avoided unless absolutely necessary.

Cellular Phones, Data Plans, and Cell Phone Devices
The Company does not purchase or provide Team Members, including new Team Members joining the Company, with a cell phone device or cell phone service plan. Contracts for any existing cell phone plans that were in Greystar’s name at the time this Policy was implemented will be allowed to expire and will not be renewed. No new contracts may be negotiated or entered into on behalf of the Company, except with written approval of the Executive Committee. It is the Team Member’s responsibility to secure his or her own cell phone device and service plan, and the Company will not bear any
responsibility for Team Members’ obligations under their service plan. Team Members who received a Company-purchased cell phone or other device prior to the implementation of this Policy will be allowed to keep these and their phone number at no cost.

Only Team Members who are in corporate positions that require them to be out of the office and/or travel on a regular basis, and who are expected to be readily available to clients, owners, and other customers will be eligible for reimbursement of their cell phone-related costs. Further, only corporate Team Members who are managers (including RPMs), directors, senior directors, managing directors, senior managing directors, and executive officers/directors are eligible for reimbursement. Requests for an exception to this eligibility requirement must be submitted by a Managing Director and approved in writing by the appropriate Executive Director. In determining which team members should be eligible for reimbursement, it was agreed that team members in positions where there is an “assumed” expectation that they be available outside regular business hours or who routinely must be out of the office should be eligible for cell phone expense reimbursement.

**Maximum Allowable Reimbursements – Domestic & International**

The maximum monthly reimbursement for cell phone plan and usage-related costs is $125. No reimbursement for device costs, if any, will be provided by the Company. This means that the Company will reimburse eligible Team Members for their actual cell phone usage costs up to a maximum of $125 per month. Any amount over $125 will be the responsibility of the Team Member, except as noted below for international calls. Team Members should submit their cell phone costs through the ExpenseAnywhere expense report system, and include the appropriate documentation.

Team Members who are required to travel outside of the United States will be reimbursed 100% of the actual costs to enable their cell phones for international use, and for all business-related calls made or received while traveling outside of the United States. If there are added costs for the service plan while traveling outside of the United States, these added costs will be reimbursed 100%.

**Computers, Laptops, iPads/Tablets, and Data Plans**

The Company will purchase and provide Team Members with a desktop computer or, with Executive Director’s approval, a laptop for those who travel frequently and need to work from remote locations. The Information Technology Department oversees the purchase and maintenance of PCs and laptops, and will provide the technical support required to operate and maintain these devices, as well as for Blackberry, iPhone, and other cellular or smart phones so that Team Members can retrieve and send e-mail.

Executive Directors have the authority to approve and partially reimburse Team Members for iPad or tablet purchases when they determine that an iPad or tablet is necessary based on the Team Member’s specific role and responsibilities. The amount of this partial reimbursement will be no more than $300 (based on the total purchase price of the device). In these instances, the tablet device will become the property of the Team Member, and the Team Member will be solely responsible for its maintenance and care. Additionally, with Executive Director’s approval, the maximum monthly reimbursement for Team Members for whom an iPad or tablet purchase was approved will be increased $10 to a total of $135 per month, to help with the cost of the data plan. Theft of company provided equipment including laptops and tablets should be reported to a Team Members’ immediate supervisor as soon as possible. The supervisor should discuss with the Managing Director and determine how replacement equipment will be purchased.
Managers that believe there is a compelling business reason for a Team Member to have an iPad or tablet to perform the Team Member’s regular job duties may submit a special request in writing via their Managing Director or Senior Managing Director for approval by the appropriate Executive Director.

Purchasing an iPad or tablet is a personal choice, and Team Members who wish to buy an iPad or tablet may do so at their own expense. Further, Team Members that choose to purchase an iPad or tablet are fully responsible for the care and maintenance of the device, including the cost of any associated data plan.

**Air Cards/Personal Hotspot**
Team Members who wish to apply for reimbursement for the cost of air cards (wireless broadband access cards for laptops) or personal hotspot (for cell phones) are required to submit a request in writing via their Managing Director to the appropriate Executive Director, whose written approval is required.

**Reimbursements for On-Site Team Members**
Cell phones, data plans, and iPads/tablets for on-site team members will only be provided if budgeted and approved by the property owner. The Company will continue to require the property owner to purchase and provide desktop computers for community offices, and provide the technical support required to maintain and operate them to accomplish work.

**SECTION 8: TRAVEL INSURANCE**

The Company will not reimburse Team Members for any additional travel insurance coverage. Team Members who choose to purchase additional travel insurance will be responsible for the associated costs. The Company will provide insurance for what it considers unique situations that pertain to Team Members required to travel outside the United States.

**SECTION 9: MEALS & ENTERTAINMENT**

**Personal Meal Expenses**
“Personal meals” are defined as meal expenses incurred by the Team Member when dining alone on out-of-town business trips. (Meals provided at Company events, training sessions, or other functions should be charged to the appropriate Region or Department in the “Other Personnel Expenses” budget category.) Team Members will be reimbursed for personal meal expenses up to $30 per meal, not to exceed $75 per day. In accordance with the Company’s drug and alcohol policy, the Company will not reimburse Team Members for any alcoholic beverages consumed with personal meals unless approved by the Managing Director. Room service is reimbursable as long as it is within the expense meal guidelines for each day and an itemized receipt is included when submitted.

**Business/Entertainment Meal Expenses**
Business/Entertainment expenses incurred when meeting with or entertaining clients and other outside business contacts are reimbursable. These expenses should be appropriate to the nature of the
business being conducted, and must be in compliance with the Company’s Entertainment & Gift policy governing our status as a Registered Investment Advisor. [If alcohol is served at a meal when entertaining a client or other outside business contact, the Team Member may be reimbursed for this expense if approved by the Team Member’s Managing Director.]

The Internal Revenue Service tightly controls business meal and entertainment expenses, and the Company is required to provide thorough documentation. The following information is required and should be written on the receipt that is included when submitting business/entertainment expenses for reimbursement:

- Name of place of meal and/or entertainment
- Names of guest(s) present
- Name of the business guest’s affiliation/company
- Nature or topic of business discussion

Team Members must provide the actual receipts, rather than a “summary” or credit card statement. Additional restrictions and requirements may come into play related to entertainment and gifts. Please refer to Greystar’s Investment Advisor Compliance Manual.

**Business Meals Taken With Other Team Members**

Team Members will be reimbursed for business-related meals taken with other Team Members only in the following circumstances:

- When a business client is present and is participating in the meeting (code to Meals: With Clients/3rd Parties)
- When at least one Company Team Member is from out of town (code to Meals: With Other GREP Employees)
- When, for confidentiality or other business reasons, business must be conducted off Company premises (Code appropriately based on business purpose)
- When authorized and approved by a Director-level manager for a reward, recognition, or other appropriate business purpose. (code to Meals: With Other GREP Employees)

When paying for meals taken with other Team Members, the most senior level Team Member is expected to pay for the meal and submit the reimbursement.

**Tipping for Meals**

Tips included on meal receipts will be reimbursed. As a general rule, Team Members should tip no more than 15%-20% of the total amount of the meal cost. Any tips considered excessive will not be reimbursed. Team Members should carefully scrutinize the meal receipt to determine whether a customary gratuity is included, and refrain from adding 15%-20% above what has already been included.

**SECTION 10: SUBMITTING EXPENSE REPORTS**

All Corporate Team Members are required to submit Expense Reports electronically via ExpenseAnywhere, a web-based expense management system.
New Users

Instructions for requesting new login credentials for ExpenseAnywhere can be found on the Team Member Portal. Use the Corporate Quick Link and look for the Expense Reimbursement section. An ExpenseAnywhere User Guide, found in the same location, contains step-by-step instructions for using the system. All new users must complete the steps listed in the ExpenseAnywhere User Guide prior to submitting their first Expense Report.

Timing

Expense reports should be submitted once per month for expenses incurred during that month. Frequent travelers and/or those who incur substantial out-of-pocket expenses in a given month may submit expense reports more frequently, but no more than one report per week.

Once an expense report is submitted, the Team Member’s designated Approver is notified via system generated e-mail to review the report. Team Members who are also responsible for approving submitted expense reports should complete the review and approval process in a timely fashion, keeping in mind that the Team Member is waiting to be reimbursed for out-of-pocket expenses. Expense reports that are not approved for whatever reason are routed back to the Team Member with notes for correction or deletion. Approved reports are routed to the appropriate Controller or Accounting Department responsible for completing a final verification of the expense report for business purpose, correct totals, supporting documentation and overall policy compliance. Remember that Managers (not Financial Services) are responsible for reviewing submitted expense reports, receipts, and submitted mileage to ensure that the Team Member has complied with this Policy. Senior Managing Directors and Executive Directors have final authority to approve submitted expense reports, including any exceptions to this policy.

Payments

Expense reimbursements are paid to the Team Member via direct deposit into the bank account specified by the Team Member and noted in the “Bank Info” section on the “My Profile” tab in ExpenseAnywhere. Reimbursements are processed and paid three times per month based on specified approval cut-off dates. An ExpenseAnywhere calendar showing cut-off dates and payment dates is posted in the Expense Reimbursement section of the Team Member Portal, near the ExpenseAnywhere User Guide.

Requirements

The Company will only reimburse Team Members for actual out-of-pocket cash expenses, and receipts are required for all expenses, regardless of the amount of the expense. All original receipts should be kept until reimbursement is received. For certain expenses that require approval by the Managing Director, policy exceptions, or if a receipt is missing or lost, Team Members should complete and submit the “Expense Report Addendum.”

Unacceptable Receipts

The following will not be accepted as receipts or appropriate documentation for expense reimbursement purposes:

- Restaurant “tear tabs,” credit card slips, or credit card statements. Team Members should submit the full receipt that lists the items ordered and served, not just the total.
- Incorrect or incomplete Expense Reports.
Expense reports that are incorrect or incomplete will be returned to the Team Member and may result in delay or non-reimbursement of specific items. **Note:** Altering receipts or falsifying an Expense Report will result in corrective action, including possible termination of employment and legal action. Supervisors and Managers who approve Expense Reports that are not in compliance with this Policy are also subject to corrective action, including possible termination of employment.

**SECTION 11: OTHER REIMBURSABLE EXPENSES**

In addition to the items discussed in this Policy, Team Members will also be reimbursed for the following miscellaneous expenses, provided these expenses are correctly reported and submitted on the Expense Report, with appropriate supporting documentation:

- Air freight for business purposes
- Business office expenses (fax, copying services, etc.)
- Faxes
- Gasoline (for rental cars only)
- Reasonable tips for ground transportation, meals, skycap, bellhop, shuttle drivers, etc.
- Overnight delivery/postage
- Tolls when driving rental or personal cars for business trips (with receipts)
- Up to 3 20-oz. bottled waters per day when traveling or working off-site
- Fees for Currency Exchange (if traveling outside of the United States)
- Costs for securing a valid US Passport and/or VISA (if required to travel outside of the U.S. and the Team Member does not already have a valid Passport and/or VISA)

**Other Non-Reimbursable Expenses**

Team Members will not be reimbursed for the following miscellaneous expenses:

- First Class Airline seating (unless free upgrade)
- Airline Club Memberships
- Hotel recreational activities, unless approved via the Addendum (except for hotel fitness facilities, which are reimbursable)
- Rental car premium rentals
- Annual Credit Card fees
- Contributions to PACs, lobbying groups, or other political/campaign contributions
- Unapproved costs associated with relocation or moving
- Expenses incurred while on vacation or personal days taken in conjunction with a business trip.
- Baby-Sitting/Pet-Sitting or Kennel Costs
- Barbers, Hair and Nail Services
- Spa Services & Treatments (massage, facials, waxing, etc.)
- Car Washes and Detailing
- Clothing (even if luggage is lost or stolen)
- Cigarettes, gum, candy, or snack items (unless the snack item is in lieu of a meal)
- Laundry/Valet Service
• Magazine, Books, Newspapers
• Mini bar refreshments or snacks (unless the snack item is in lieu of a meal)
• Movies/Games (in flight and/or hotel)
• Toiletries
• Shoe shines
• Direct dial calls from the hotel
• No storage space should be rented
• Over the counter or prescription medicines
• Personal office decorations
• Office furniture (including, but not limited to wall hanging dry erase boards, filing cabinets, chairs, tables, etc.) must be approved by your supervisor in advance of placing the order.

Team Members who have any questions about whether an expense is reimbursable should ask their immediate supervisor, Controller, or Managing Director. Team Members should clarify any uncertainty as to whether an expense will be reimbursed before incurring the expense.