

NORTH AMERICAN TRAVEL AND EXPENSE POLICY SUPPLEMENT

SCOPE

This supplement to the Nanosonics Travel and Expense Policy provides specific guidelines for North America based employees. The purpose of this supplement is to ensure that employees have a clear understanding of the company's expectations regarding travel expenses and to promote cost-effective travel practices.

GENERAL PRINCIPLES:

- Employees are expected to exercise sound judgment and make prudent decisions when incurring business related travel expenses.
- Employees should prioritize cost-effective travel options while maintaining a reasonable level of comfort and safety.
- Employees should utilize the company's preferred travel booking platform, Navan, to secure the most competitive rates.
- Personal preferences should not outweigh the company's commitment to fiscal responsibility.

SPECIFIC GUIDELINES:

Airfare

- Air travel is an option when travel destinations are greater than 200 miles away.
- Flights are to be planned and booked at a minimum of 2 weeks in advance to secure better pricing.
- Economy class is the standard fare for all business travel within North America.
- Upgrading to Premium Economy or another class may be considered for international flights exceeding 5 hours in duration, subject to prior approval from the President of North America.

Rental Cars

- Rental cars may be used when other forms of transportation (i.e., taxis, ride share services, airport shuttle services, etc.) are unavailable or are not feasible based on the nature of the trip.
- Standard intermediate/mid-size sedan cars are the preferred options fitted with ABS and air bags.
- Upgrading to a larger vehicle may be considered for travel involving multiple passengers, additional equipment, or extensive driving, subject to prior approval from your manager.
- Employees should fill up the gas tank before returning rental cars to avoid additional charges.

Hotels

- Employees should select hotels within a reasonable distance of their business destination.
- Mid-range hotels are the preferred option for business travel within North America.
- Employees should avoid incurring additional hotel charges, such as room service or mini-bar charges, unless necessary.

Meals

- Employees travelling overnight or on extended same-day business travel will be eligible for reimbursement of meal expenses.

- Reasonable amounts for meals are considered as follows: Breakfast/lunch up to \$20 and dinner spend of up to \$40, based on the location of the business destination and the duration of the trip.
- Employees should retain receipts for all meal expenses to facilitate reimbursement and indicate all attendees for group meals.

Entertainment

- Entertainment expenses are not typically reimbursed unless they are directly related to business development or client meetings.
- Employees should obtain prior approval from the manager for any entertainment expenses.

Exceptions

- In exceptional circumstances, employees may request approval for travel expenses that exceed the guidelines outlined in this supplement.
- Requests for exceptions must be made in writing to the manager and should clearly explain the rationale for the request.

Compliance

- Failure to adhere to the travel policy may result in disciplinary action, including denial of reimbursement for expenses.
- Employees are encouraged to consult with their manager or the Finance department for any questions or concerns regarding the travel policy.

This travel policy supplement is intended to provide guidance for North American employees to ensure cost-effective and responsible travel practices. Employees are expected to exercise sound judgment and make prudent decisions when incurring travel expenses. By following these guidelines, employees can contribute to the company's overall financial well-being while maintaining a professional image.