MongoDB Professional Services

Travel and Expense Policy

Purpose

The purpose of this policy is to provide MongoDB Professional Services customers with the guidelines and procedures our consulting engineers follow when incurring business expenses in the course of on-site delivery.

Compliance

Consulting engineers are responsible for obtaining management approval prior to traveling on Company business and before travel reservations have been made. Exceptions to this policy for reasons of personal preference or benefit (such as mileage programs) are not permitted.

Travel Guidelines - General

Combining Business and Personal Travel

It is possible to extend a business trip to include personal travel, however MongoDB will not cover any additional costs associated with the personal aspect of the trip.

MongoDB will accept no liability for any loss incurred for personal travel that is impacted by changes to business-related travel.

Preferred Suppliers

MongoDB's travel team has negotiated a range of discounts and other benefits with Air, Hotel and Car Rental suppliers. These rates are given priority when making travel selections whenever possible for the benefit of our customers.

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Air Travel

General Guidelines

Book as far in advance as possible in order to take advantage of the best available fares. The following are the suggested minimum days in advance for booking air travel:

- Short Haul - at least 5 days
- Long Haul - at least 14 days

Consulting engineers will book flights as soon as possible after customer confirmation of the engagement and attempt to meet the suggested minimum booking time frames whenever possible. Extenuating customer circumstances may result in consulting engineers needing to book flights within the above time frames, and the customer would be responsible for any increased expenses as a result.

Short Haul

These are flights that are less than 8 hours in total duration.

Standard or Basic category class tickets should be selected for all Short Haul flights, which corresponds to an Economy class ticket.

Long Haul

These are flights that, including all segments, are over 8 hours in duration.

Premium category class tickets may be selected for Long Haul flights, which corresponds to a premium Economy ticket.

If an upgrade is available for the same price or less than the allowable ticket, only then can the upgrade be selected.

Inter-regional travel requires approval from managers and is defined as any travel outside of your home region. For example - the United States to Europe will require approval, but the UK to Germany will not.

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Lodging

Hotels

If a preferred hotel is not available, then a hotel of a similar standard at or below the agreed city rate or the average nightly rate indicated in the corporate booking tool should be selected.

Hotel bookings require approval from the direct manager if the rate is greater than the average nightly rate indicated in the corporate booking tool.

Airbnb

Employees may book lodging with Airbnb for business. The maximum nightly rates for Airbnb must be in line with the hotel rates as per the wiki page. Airbnb bookings should be made directly on the MongoDB portal on the Airbnb website.

Ground Transportation

Rental Cars

When renting a car, the expected class of vehicle is Intermediate unless a larger car is needed to complete the assignment.

Any rental car costing more than $75 per day requires approval from your direct manager. Every rental car should be returned with a full tank of gas/petrol, to avoid refueling charges.

Employees should decline any additional insurance coverage (CDW, LDW) for rental in the continental United States (excludes Hawaii and Alaska). Employees should accept additional insurance for all rentals outside of the United States.

Use of Personal Car for Business

Business use of a personal auto is compensated based on actual miles traveled for business purposes only. The current reimbursement rate effective for miles traveled is listed by the country of the employee in the Concur system.

In calculating reimbursable business mileage, employees must deduct the normal commute miles they would have otherwise driven.

Mileage is the only reimbursable expense for use of a personal car for business. Mileage is reimbursed at the regional government rate.

Rail

In general rail transportation should be booked in economy class or equivalent class.

For longer train journeys in excess of 3 hours, a business class rail ticket may be booked.

Taxi & Rideshare Services

Only reasonable transportation services that are considered outside of a person's normal commute will be reimbursed.

Use of limo, black car, and town car services over $100 are considered excessive and will not be reimbursed.

Meals and Entertainment

The Company reimburses for actual meals while traveling on business, not to exceed a daily recommended maximum of $75. Employees should select restaurants that are reasonably priced for the locality and which are consistent with normal living standards. Meal amounts that appear excessive may require additional approvals.

Non-reimbursable Expenses

Travel items that are **not** deemed to be reimbursable include, but are n**ot limited to**:

- Airline club memberships
- The airline, room, or car rental upgrades
- Clothing or personal items
- Purchase of luggage or briefcase
- Lost/theft of personal property, including lost luggage (submit a claim to the airline)
- Haircuts and personal grooming costs
- Childcare, house-sitting, or pet boarding expenses
- Laundry and dry cleaning (unless traveling for over 4 consecutive days)
- In-room or in-flight movies
- Mini-bar purchases
- Credit card late fees
- Car wash or oil change
- Gym memberships
- Gifts to customers over $200 in value, other than reasonable gifts given to thank speakers or other MongoDB customer advocates, require legal approval
- Unlawful actions including tickets for traffic violations, parking tickets, court costs or costs/damages resulting in employee negligence
- Other expenses not directly related to business travel
- Purchases of home office equipment or furniture (see IT policy for office equipment)

Receipts

Receipts are required for all individual expenditures of $25 and higher in the US. Employees of International entities must submit receipts for all expenses incurred irrespective of the cost to comply with the local governance and rules.

For non-US employees, detailed VAT receipts are required (not credit card receipts). In Mexico, “XML” receipts must be submitted for local charges

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over MXN 1,000 in addition to the image of the receipt. In China, original tax receipts need to be sent to our local accountants in order to ensure reimbursement.

Hotel folios, regardless of the amount, must be submitted with your receipt package in order to be reimbursed for hotel expenses. All hotel folio amounts must be entered in the proper expense category for reimbursement; e.g. meals charged to the hotel bill must be reported as meals, not lodging.

In certain circumstances, credit card statements may be accepted in lieu of receipts for amounts greater than $75, however, such situations must be approved by the Corporate Controller or designee prior to submission of the expense report and/or reimbursement.

Lost receipts will require additional approval.

Customer billable expenses require receipts regardless of the amount. Employees should consider the customer’s expense policy and contractual limitations when submitting customer billable expenses.

Receipts must be legible with vendor name, amount, description, and date.