



The Brink's Company, (hereinafter, the "Company") takes a global approach to managing business expenses across our global network providing for a more optimal way for Employees to expense and be reimbursed for valid travel and business-related expenses.

The Company publishes this document (hereinafter the "Policy") to establish a standard for incurring and being reimbursed for business expenditures. The Policy establishes a uniform standard to ensure appropriate control of travel and business-related expenses.

The Policy is approved by the executive management team and is administered by Brink's Global Shared Services. Expenses incurred outside of this Policy, Brink's Global Travel, Brink's Global Sourcing and Procurement, or any other authorized or designated service provider, supplier, vendor or Company resource are not eligible for reimbursement.

This Policy supersedes all previous versions.

APPLICABILITY

This Policy applies to all full-time Employees, part-time Employees, and any personnel of the Company, its subsidiaries, and affiliates with authority to incur expenses on behalf of the Company.

This Policy applies as a global standard. Regions may have supplemental guidelines, but those do not supersede, minimize, or replace this Policy. Country-specific Policy exceptions, local expense policies, clarifications, and special directives or instructions not covered in this Policy must be provided to Global Shared Services. Individual country Policy Addendums must be reviewed and approved by Global Shared Services and the Company executive management team.

Global Shared Services is responsible for the distribution and administration of the Policy to all applicable Employees.

This document will be regularly reviewed and updated to meet the Company's changing needs. Employees are required to adhere to this Policy. Policy exceptions and/or questions related to expense reimbursement process should be directed to the Brink's VP Global Shared Services or the Expense Management team at GlobalExpense@brinksinc.com or your country Controller or Finance Director.



STANDARDS FOR EXPENSE REPORTING & REIMBURSEMENT

Expense reimbursement will follow the region or country applicable approval process. In addition, based on certain conditions outlined in this Policy, the Company may require additional approvals at the Company's discretion without prior notice.

- Employees must file expense reports according to their respective region or country reimbursement process.
- Employees should submit an expense report within 7 days of a trip end date and within 30 days of incurring any business-related expense.
- The Company will decline expense items not meeting Policy requirements.
- Employees should monitor any unsubmitted expenses to ensure all eligible expenses are submitted in a timely manner.
- All expenses must be approved by the Employee's manager. Local or country processes may require additional approvals.
- Approvers must validate proper support, expense classification, and business purpose for appropriateness.
- When completing an expense report, an Employee must include the following information:
 - Business purpose for the expense report
 - Expense description
 - Expense type
 - Itemization of each expense (including expenses included with a hotel stay)
 - Name, title, and company of attendees for business meals or entertainment
 - Site of the meal or entertainment
 - Number of Employees included in the expense item
 - Number of external guests in the expense item (when applicable)

Once expenses are approved, the Company will reimburse Employees through their Regional Shared Service Center or the country's local Finance department.

Airfare

All airfare is required to be expensed in accordance with the Global Travel Policy.

Lodging

All lodging is required to be expensed in accordance with the Global Travel Policy.



MEALS, ENTERTAINMENT & INCIDENTALS

Expenses eligible for reimbursement incurred while away from the Employee's office location, as required for project work outside of business hours, or as required to support business via entertainment of a customer(s), prospective customer(s), or Company guest(s).

The actual costs of travel meals, business meals and incidental expenses (including tips, tolls, fuel, parking, taxi, snacks, and sundries, etc.) are reimbursable under the following minimum requirements:

- Unless specifically defined by your regional approved Policy addendum, all charges require an itemized receipt showing the name of the establishment, purchase details, and transaction date.
- Employees are required to divide meals by meal purpose and type – Meals are required to be defined correctly by purpose (entertainment, individual meals, or business/team meals).
- Business and entertainment meals require the name, title, and company of each individual present and the business purpose for the meal or entertainment.
- Expenses exceeding reasonable and customary local standards will receive further examination and Employees may be required to provide additional support.

The Company reserves the right to withhold any reimbursement not having sufficient proof of actual expenditures and/or a valid reason.

For meals including more than one (1) Company Employee, the most senior level Employee must pay the bill.

The Company's payment of travel, meals, and business entertainment for third parties is governed by the Company's Code of Ethics and Anti-corruption Compliance Policy.

MILEAGE

The mileage incurred while using a personal car for business travel may be expensed at the published Company mileage rate for the country where the car was driven.

Employees should always use the least expensive option for travel unless there is a specific business purpose for driving.

The mileage reimbursement rate is established to cover reasonable and incremental operating costs for using a personal vehicle for business purposes. The Company authorizes Employees to only expense mileage at company published rate; therefore, all operating costs of a personal vehicle remain the Employee's responsibility.



When expensing personal mileage, Employees must document the following as an out-of-pocket expense on an expense report:

- Purpose of the expense/trip
- Date of the expense
- City where the expense was incurred
- Receipts for tolls and parking
- Mileage

Most government tax laws do not tax business related mileage (non-commuting) expenses. If an Employee leaves home and makes one or more business related stops before arriving at the office, or only makes business-related stops and never arrives at the office, the following rule applies when determining a permissible mileage expense:

- The Company defines “commuting mileage” as the mileage incurred when traveling from an Employee’s home to the first business-related stop (e.g., client office, meeting, a temporary workplace, etc.) in the morning and from the last business-related stop to the Employee’s home in the evening, if the distance traveled is equal to or less than the round-trip mileage from the Employee’s home to the office.

The Company considers mileage incurred in excess of the “commuting mileage” described above to be “business-related,” and subject to non-taxable reimbursement.

Mileage may also be reimbursed for business use when an Employee has driven to another work location and is using their personal car for other business-related reasons during the week (e.g., client office, meeting, company event). Miles for personal reasons during this time is not reimbursable.

VAT RECLAMATION

The Company may reclaim Value Added Taxes (VAT) for certain business expenses incurred in foreign countries (typically for travel in Europe, LATAM, and Canada). For this reason, Employees should always submit original, itemized receipts and not credit card statements so that VAT guidelines to reclaim VAT fees are met. These VAT-related submissions should be sent to BCO Tax, Richmond, VA. The Company will manage all applications for VAT refunds.



TELEPHONE & CELLULAR PHONE USAGE

Reasonable expenses incurred for business calls are acceptable when the least expensive method is selected based upon the Employee's location (home-country or international location) and cellular plan.

The Company requires a copy of the receipt or itemization of a hotel bill for telecommunication expenses. International personal calls of a reasonable frequency and duration are allowed. Consider the following when selecting how to make a phone call:

- Most frequently, use of a mobile phone is the lowest cost method for calls outside of a Company office.
- When traveling internationally, use Wi-Fi and Wi-Fi Calling features wherever possible to avoid roaming charges.
- Minimize the length of international calls.
- Use toll-free numbers when available.
- Use the Company's office phones whenever possible.

GIFT GIVING

Client or other non-employee gift purchases should adhere to the guidelines set forth in the Company's Code of Ethics and Anti-Corruption Compliance Policy.

INTERNET ACCESS

The Company will reimburse Employees for internet access while traveling to conduct Company business including in-flight Wi-Fi. When accessing the internet from your hotel, always validate with the property if internet access is included with your reservation as part of the Company's negotiated rate.

EMPLOYEE RELOCATION EXPENSES

Employee relocation expenses are covered under a separate policy. Please contact your local Human Resources department for specific guidance.

NON-REIMBURSABLE EXPENSES

This Policy is not intended to cover all situations. Accordingly, Employees must exercise sound judgment when making travel and purchasing decisions to ensure expenses are incurred in the normal course of business, supported by required receipts and approvals, and consistent with this Policy, the Business Code of Ethics, and the Anticorruption Compliance Policy.

Please direct any questions regarding this Policy to your country manager who will coordinate follow-up and resolution with the Global Expense Manager or VP Global Shared Services.



Employees must use good judgment and only request reimbursement for necessary and allowable business-related travel expenses. Notwithstanding, the Company specifically identifies the following list of **non-reimbursable** expenses.

- Travel insurance (e.g., life insurance, travel insurance, etc.) unless otherwise outlined in this or the Global Travel Policy
- Rental car supplemental insurance unless required internationally
- Fees for upgrades of airfare class, hotel, or car rental
- Additional flight insurance premiums
- Luggage or travel accessories
- Babysitting or house/pet-sitting services while traveling
- Traffic tickets, parking tickets, fines, or other fees associated with illegal or wrongful acts
- Hotel in-room movies
- Mini bar expenses
- Hotel massage services and sauna facilities
- Grooming, nail, or hair salon expenses
- Personal travel associated to a business trip
- Annual airport lounge access fees
- Spousal travel (unless specifically approved by the Regional CFO for business purpose)
- Medical expenses (other than emergency care and unless required for travel)
- No-show fees where the Employee is at fault for failing to meet cancellation deadlines
- Any loss (including cash) or damage to personal property while traveling on Company business
- Personal entertainment expenses are prohibited

Please note that this is NOT a full listing. In addition to the above, Employees must comply with their respective country/local restrictions.

NON-TRAVEL / OTHER EXPENSES

It is Company policy to pay for expenses resulting from, or necessary to, conduct day-to-day business operations, and for certain activities where an Employee may need to make a purchase to conduct Company business. At all times, these purchases should be made in accordance with Company Sourcing and Procurement policies and procedures, the Company's Code of Ethics, and Anti-Corruption Compliance Policy.

Notwithstanding, all capital items, computer equipment, communication devices, recurring services, office supplies, and other non-travel expenses should be ordered through designated Company procurement channels based on the Employee's office location and should not be purchased directly by the Employee and submitted on an expense report. Please seek the assistance of your local strategic sourcing group if needing to purchase any of these items or services.



POLICY EXCEPTIONS

Occasionally, Employees may face situations where they need to incur an expense not covered under this Policy. In these instances, Employees should seek the advice of their manager and the Global Expense Manager for guidance in advance, if possible, rather than wait until expense report submission. Employees should always use good judgement.

Any exceptions to Policy require pre-approval from the Employee's manager and the VP Global Shared Services.

ENFORCEMENT

Employees violating this Policy when submitting an expense report may face:

- A delay or denial in reimbursement
- Notification to the Employee's manager, Internal Audit, and Human Resources
- Withholding of amounts owed, as applicable by local law
- Local/country disciplinary action up to, and including, termination of employment and cancellation of contracts for non-employees

CORPORATE EXPENSE PROGRAM ADMINISTRATOR CONTACT:

GlobalExpense@brinksinc.com