



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 working in the United States or Canada with authority to incur expenses on behalf of the Company working for any business organization in the US and Canada, including business unit and corporate employees.

**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 the expense reimbursement process should be directed to the Brink's VP Global Shared Services or the Expense Management team at [GlobalExpense@brinksinc.com](mailto:GlobalExpense@brinksinc.com).

In addition to the standards defined in the Global Expense Reimbursement Policy, expense reimbursement in the **U.S. and Canada** will follow the standards outlined herein. Employees should be familiar with the requirements outlined in the Global Expense Reimbursement Policy including all local/regional policies pertaining to the U.S. and Canada. Based on certain conditions outlined in this Policy, the Company may require additional approvals at the Company's discretion without prior notice.

The Company may decline to reimburse expense items not meeting Policy requirements.



## **BRINK'S CORPORATE EXPENSE CARD**

If a salaried Employee travels (2) two or more times a calendar year, use of a corporate card will be required for all business and entertainment expenses incurred on behalf of the Company.

Corporate card requests must be submitted through Workday and require manager approval. Once the card application is approved by your manager, the Brink's corporate credit card program administrator will order the corporate card. The card should arrive within 10 business days to the home address listed in Workday.

The Brink's corporate card must be used for all travel and entertainment related expenses once the corporate card is received. This will enable the full ease and functionality of the expense tool and allows you to keep your business and personal expenses separate.

Where Brink's corporate cards are issued, it is prohibited to charge personal expenses on the card. Excessive personal charges as well as excessive out of pocket expenses (cash usage or using one's personal card for eligible business expenses rather than the company card), and card payment/account delinquency will be monitored and reported to Brink's leadership. Misuse of the corporate card may lead to suspension of card privileges or subject an Employee to disciplinary actions, up to and including termination.

Expense reports must always be approved by one level up – the employee's manager or another manager or higher. Expense report approvals must not be delegated down. Approvers must validate proper support, expense classification, and business purpose for appropriateness. Brink's managers who approve expense reports containing improper charges are also subject to disciplinary action for failure to properly validate proper expenses and safeguard Brink's assets.

Employees must create and submit expense reports in the Company expense reporting tool (Concur) in accordance with this Policy. Employees are required to submit their expense report immediately upon return from travel (within 7 days of the trip end date and no later than 30 days of incurring an expense) and are encouraged to use the Concur mobile app to submit expenses in a timely manner.

Employees do not have to wait until they receive all charges for a particular trip before submitting their expense report in Concur. More than one expense report may be created and submitted so expenses are paid on time. Do not wait until receiving the monthly statement to submit an expense report.

All card expense activity should be submitted through the expense report including direct-billed airfare or other transportation at time of booking and any personal charges. Direct-billed charges should be marked "company-paid," and personal charges should be marked "personal-do not reimburse."

Credits or refunds received by merchants should be entered on a subsequent expense report to properly reflect in the cost center.

Personal incidentals not reimbursable per Policy while traveling should be included on the expense report but marked as "personal-do not reimburse" so they will not be reimbursed. **It is the Employee's responsibility to pay US Bank directly for any personal charges on a corporate credit card.**

Authorized charges on a corporate credit card will be automatically paid by Brink's after approval of the expense report.



Employees are encouraged to reconcile their statement as if this was a personal credit card. Employees should ensure all valid reimbursable charges have appeared in Concur from a merchant and have been submitted on an expense report and that all remaining personal charges have been paid directly by the Employee to the credit card company.

Any annual credit card fee for the Company corporate expense card charged to the Employee that appears on their statement should be submitted as a reimbursable expense by the Employee.

Employees should monitor their available expenses queue in Concur to ensure all expenses are submitted in a timely manner.

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.

The Company will regularly monitor expense submission, excessive out of pocket expenses (cash or using personal credit card) for which the company card could be used, and excessive expenditures, and will suspend card usage for repeated or unresolved delinquent account balances.

### **Airfare**

All airfare must be expensed in accordance with the Global Travel Policy.

### **Lodging**

All lodging must be expensed in accordance with the Global Travel Policy.

## **MEALS, ENTERTAINMENT & INCIDENTALS**

Expenses eligible for reimbursement are incurred while away from the employee's office location, as required for company-related 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, snacks and sundries, taxi, etc.) are reimbursable when supported by a valid receipt (see below) and approved by the Employee's manager.



Receipt rules:

- Individual meals and incidental expenses under USD/CAD \$25 do not require an additional paper receipt.
- Individual meals and incidental expenses of USD/CAD \$25 or more require an itemized receipt showing the name of the establishment, purchase details, and transaction date.
- Hotel and car rental charges require an attached itemized receipt.
- All entertainment expenses or meals with more than one Employee require an itemized receipt regardless of amount or card usage.
- Business and entertainment meals require the first initial and last name and company of each individual present and the business purpose for the meal or entertainment.
- 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).

Expenses exceeding reasonable and customary local standards will receive further examination and Employees may be required to provide their rationale for exceeding them. Brink's reserves the right to withhold any reimbursement without 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. The updated mileage rate will be automatically provided in the Concur tool.

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 eligible business 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 more than the “commuting mileage” described above to be “business-related,” and subject to non-taxable reimbursement.

## **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.

The United States (US) Internal Revenue Service (IRS) provides specific guidance regarding taxable income of gifts given to Employees- cash and "cash equivalents," such as gift cards or gift certificates. These cash equivalent gift awards are taxable income to Employees regardless of the amount. Due to the extensive effort associated with adding these small amounts to Employee's payroll wages, withholding applicable payroll taxes, and including in the Employee's W-2 at year end, Brink's will not treat cash equivalent gift cards of \$100 or less per Employee/per calendar year as taxable wages.

Managers should purchase these cash equivalent gift cards and request reimbursement by filing an expense report for reimbursement. When submitting expense reports for reimbursement of these gift cards, each card purchased should be listed with the amount and Employee name receiving the award using the "Employee Gift" expense type. Periodically, expense reporting will be reviewed for any cash equivalent gift cards purchases exceeding \$100 per Employee/per year and those amounts will be added to Employee wages subject to payroll taxes and income tax withholding.

## **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.

## **TRAVELER FEES**

Employees who travel internationally for business purposes may be reimbursed for passport application, passport renewal, and visa application fees. Frequent travelers who travel (3) three or more times a year may be reimbursed for trusted-traveler programs such as Global Entry and TSA PreCheck.

## **MEMBERSHIPS, DUES, & OTHER RELATED FEES**

The Company will reimburse Employees for Company conferences and seminars, professional or technical organization membership fees, and registration fees for Company approved training courses when required for business purposes, so long as it is pre-approved by the Employee's Line Manager.

## **EMPLOYEE RELOCATION EXPENSES**

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

## **BEREAVEMENT OR HOSPITALIZATION**

The offering of gifts, donations, or flowers is reimbursable up to \$100 per occurrence in the event of the death or hospitalization of a client or Employee or the immediate family member of a client or Employee, as long as the purchase is in compliance with the Company's Code of Ethics and Anti-Corruption Compliance Policy. Employees should coordinate ordering floral and gift baskets through their local Human Resources Department or functional group Executive Assistant.





## **ATM CASH AND CASH ADVANCES**

Employees should always use the company card whenever possible. Due to the range of merchant acceptance of Visa around the world, ATM cash withdrawal feature is not active on the company card. Cash advances are not permitted.

## **HOME OFFICE TELECOMMUNICATION EXPENSES**

All home office expenditures including office furniture, supplies, or equipment must be pre-approved by the Employee's manager.

Employees conducting Company business from home can be reimbursed for the installation and monthly charges of a second phone line only if they meet one of the following criteria:

- The Employee telecommutes and does not have dedicated office/cubicle space and equipment in a Company facility.
- Employees' normal responsibilities require it as determined by the Employee's manager.

The Company does not reimburse Employees for home-office broadband. Personal cell phone bills are not reimbursable unless included as part of a specific HR policy allowance. Eligible Employees will be approved for a work phone instead.

## **HOURLY EMPLOYEE TRAVEL**

For hourly Employees who are asked to travel, they may request a USD/CAD \$50 per diem for meals. If requested, the supporting Company branch will provide the cash prior to travel. If a stay is extended, the supporting Company branch will provide the additional cash. There is an Employee Per Diem Acknowledgement Form that will need to be signed by the Employee and manager and used as the Petty Cash Receipt.

## **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 Anti-Corruption 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 expenses. Notwithstanding, the Company specifically identifies the following non-exhaustive 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

Company issued credit card late payment fees incurred due to late submission are not reimbursable.

Please note that the above is NOT an exhaustive listing. Employees must use good judgment and only request reimbursement for necessary and allowable business-related expenses. Managers may impose additional guidelines depending on budgetary 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.

## **NON-CONCUR USERS**

Former Brinks employees, job candidates, or contractors who do not have access to Concur may be provided an expense form template to use to submit reimbursable expenses. Expenses will be approved accordingly by either Human Resources (for former employees), the hiring manager (for job candidates), or by the contractor's manager. Contact the expense card administrator for requirements.

## **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 this 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 permitted by applicable 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](mailto:GlobalExpense@brinksinc.com)