

TRAVEL POLICY 2025

This document addresses the policies related to travel for all RRI employees, contractors, vendors or others for whom RRI is paying some or all travel expenses. Any exceptions to the policy must be approved, in writing, by the CFO. Each department director or manager whose budget is covering the expense is responsible for ensuring policy is adhered to.

No business travel can be booked without prior written approval from the CFO.

TRAVEL

PROCESS (How to Book your Travel)

If you are required to work onsite for an event, your Department Manager or Team Admin will send in the travel request dates to the Production Event Manager who will then collate and handle all the travel logistics for the onsite team. The Event Manager is responsible for getting travel authorization approval from the CFO, sending the Navan invites for booking, coordinating accommodations and turning in per diems for the onsite team.

NO TRAVEL IS TO BE BOOKED OUTSIDE OF YOUR NAVAN INVITATIONS UNLESS PRIOR APPROVAL HAS BEEN GIVEN BY THE CFO.

FLIGHT PARAMETERS

All flights to be booked through Navan unless prior approval from CFO.

Flights booked will be the most cost-effective available flight within the following parameters:

- 1) Routing: Your flight itinerary will require no more than one stop on a domestic flight (two stops on an international flight) if the origin and destination are both major airports.
- 2) Dates of Travel: RRI determines dates of travel based on the days a traveler is working at an event. Your department manager will let you know travel in and travel out dates.
- 3) Price: The flight booked should be the *least expensive flight available*, but a 10% allowance is built into the platform to allow for time convenience or preferred airline. RRI will not be responsible for seat and / or class upgrades. Please reach out to Accounting to learn how to upgrade on your own.
- 4) Airline Safety: No person shall be made to fly on an airline with a safety rating of more than .500 (JACDEC) and/or a rating of less than four stars (AirlineRatings.com).
- 5) If you prefer to drive versus fly RRI will cover the cost of your mileage (based on the current IRS issued mileage rates) if you are traveling over 30 miles each way per day to an RRI event, up to the approved cost of a flight.
- 6) If you would like to extend your dates of travel for personal reasons you must submit your requested dates in-advance of booking to your manager for approval. If the extended dates result in an addition cost to your flight you must also send the cost detail in advance of booking to your manager to arrange for approval with the CFO. You will be responsible for reimbursing RRI any increase in flight costs within 2 weeks of booking or prior to your travel (whichever is earliest).

OVERNIGHT ACCOMMODATIONS

Overnight accommodations will be provided for team members for the dates that they are working an event as outlined under TRAVEL above. Any extension of accommodations must be personally covered directly with the host hotel.

Every effort will be made to find accommodations with preferred amenities.

Employees, Contractors, Trainers and Crew working an event only will be provided with their own room.

Any Employees, Contractors, Trainers and Crew that are working pre/post event, but also participating in the event will generally be required to share a room* (see important note at end of this section). If they choose not to use the provided, shared accommodations they may opt to (a) pay half of the room cost direct to the hotel OR (b) receive reimbursement post-event for hotel arrangements up to the cost of one-half the provided room.

RRI Event Manager will provide the cost of ½ of the room should person decide to pay for the other ½ of the room to ensure a “single” occupancy (no-roommate room). If this method is selected a credit card will need to be provided to the hotel at check in.

For shared accommodations roommates should be selected by travelers and submitted to production by the deadline on the rooming request form production sends prior to events. Anybody who does not select a roommate will have them selected for them. Shared rooms will consist of 2 beds. Final roommate changes must be submitted 14 days before the check-in date.

***Important Note – The shared room / single accommodations arrangements will be determined on an event-by-event basis depending on the health guidelines at the time and location of the event. If single room accommodations are being requested for any other reasons those requests must be submitted to the CFO for approval.**

PER DIEM

Per diem will be paid for **RRI events only** with no receipts required upon submission to Accounts Payable before or after the event.

The approved per diem rates based on event location are as follows for both Employees and Contractors:

US/Canada/South America/Fiji \$65/day -- Europe/Australia/Middle East \$75/day

Public events:

UPW

Date with Destiny

Business Mastery

Life and Wealth Mastery (Non-Fiji)

Life and Wealth Mastery (Fiji Travel Days ONLY)

Leadership Academy

Other Countries / Platinum / Private Events - same as above unless otherwise approved by the CFO and communicated by the Production department to the appropriate teams.

Executive Meetings- Attendees will submit for expense reimbursements with receipts after the conclusion.

Any changes to per diem rates will be reviewed annually by Accounting and Human Resources and will be communicated to all departments.

Per diems will be covered for travel in day, rehearsal days, load in/out days, onsite event dates and travel home day only (excluding red-eye flights that do not occur during standard mealtimes).

When the location of the event occurs in the city or surrounding area (under 4 hours) of where you reside no per diem will be paid for travel in and out days unless that occurs on the same day(s) as rehearsal or event dates.

GROUND TRANSPORTATION

Ground transportation within the traveler's city of residence should be handled by the lowest cost provider (Uber, Lyft, Taxi, shuttle service, etc – NO "black car" or luxury vehicles). In the rare instance where the lowest cost option is to use your own vehicle to travel to/from the airport, mileage will be reimbursed using the yearly approved mileage rate provided by the Accounting department. Mileage will be calculated from place of work/home to/from airport. Airport parking will be reimbursed in the amount equivalent to the lowest alternate transportation mentioned above.

Domestic Event City Airport Ground Transfers – Individuals in need of ground transport should use Uber/Lyft and should be shared based on similar arrival/departure times (utilizing flight manifest), unless otherwise directed by the Production Department. If ground transport is being arranged by Production those details will be provided on the pre-event team calls and in the event packet.

International Event City Airport Ground Transfers – Individuals in need of ground transport will be directed on the pre-event team calls and in the event packet to either use taxis or be given directions to meet a hired driver.

Ground transportation will be provided for people flying in/out of the EVENT CITY or closest airport to the event. For any ground transportation needs outside of this you must submit a request in advance to your manager to arrange for approval with the CFO.

RENTAL CARS

Outside of the Chairman's Office and Production Department no RRI employee shall book a rental car without permission of the CFO. Request to do so should show the financial benefit of a rented vehicle plus expenses (gas, tolls, etc) vs taxi or other ground transportation options. All rental car requests to be reviewed and approved by event manager prior to booking. If given the approval for a car rental (booked within budget through Navan), please decline/waive the insurance option as we have an RRI auto insurance policy in place for that coverage.

ROAD WARRIOR BENEFIT

All employees and paid event production (non-technical) contractors who traditionally travel to public or Platinum events more than seven times in a calendar year will qualify as RRI Road Warriors. Final designation is reviewed and approved by the CFO.

Road Warriors may take advantage of this additional RRI Travel benefit:

1) RRI will reimburse the cost of application for U.S. Customs and Border Patrol Global Entry designation which allows for faster processing through immigration and customs when re-entering the United States as well as use of TSA Pre-check screening lines for domestic travel. Cost is \$100 per application and can be renewed every 5 years.