

BUSINESS TRAVEL GUIDELINES WITH REFERENCE TO THE POLICY ARTICLES

Art. 2 Paragraph 3

Off-site work expenses cannot be claimed for reimbursement, as the traveler can use his/her e-voucher for the meal, and either FBK vehicles or public transportation tickets, available at FBK, for transportation.

Art. 4 Paragraph 1

For insurance coverage and reimbursement of expenses purposes, the duration of the business trip starts at the time of departure from the place of work and ends at the time of return. For working time purposes, workers are invited to refer to the Work Attendance Policy, according to which, electronic attendance recording is always required for travelers departing after 12.00 am and returning before 12.00 am.

As a rule, travelers must return at the end of the work scheduled for the business trip. If, due to distance, transportation issues or task-related work schedules, it were not possible to arrange the departure and/or return on that same day, the business travel can start, at most, one day prior to the commencement of activities and must end, at most, one day after.

Art. 4 Paragraph 2

The cost-saving rule (departure from or arrival in a place other than FBK locations if economically advantageous only) will be applied also when the work schedule of the traveler includes telecommuting time.

Travel expenses can be claimed for reimbursement also in cases where vacation is combined with the business trip. It is understood that all other expenses will be eligible to the extent that they are incurred within the business trip period, and if directly and closely related to the activities connected with the business trip.

Art. 4 Paragraph 3

If the destination of the business trip coincides with the worker's place of legal residence, different from his/her regular place of residence, he/she can claim duly documented travel and transportation expenses for reimbursement only if he/she provides a report containing a summary of the topics of the conference, or of the agenda of the meeting for which the business trip was arranged. In these cases, if the departure or return is anticipated and/or postponed by more than 24 hours for personal reasons, travel expenses are reimbursed at 50% rate.

Art. 6 Paragraph 2

Circumstances eligible for use of other methods of transportation include: public transportation strike; destination of the business trip out of the public transportation system routes; other method of transportation less expensive for FBK (the worker must provide a comparative table including all expenses from which the cost effectiveness of using such method is evident); particular work-related need, or need to reach the place, or to return, as soon as possible due to institutional reasons; need to carry along fragile and/or bulky materials and/or tools necessary for activities related to the business trip; time incompatibility of authorized methods with the needs of the activities to be performed off site; any substantiated work-related reasons or special conditions set forth in the contract.

Art. 6 Paragraph 3

Reimbursement per kilometer is equal to a fifth of the monthly average price of a liter of unleaded gasoline, according to data provided by the Ministry of Economic Development under the page entitled "Oil - Monthly Average Prices", at link: <http://dgsaie.mise.gov.it/dgerm/>, (the average cost for previous month)

The use of private vehicles for the purposes of business travel on behalf of FBK is allowed only if declared on the dedicated form, together with the vehicle registration document.

Please note that if the private vehicle is owned by third parties or by the spouse on separation of assets regime, the reimbursement will be subject to taxation.

Art. 6 Paragraph 4

The use of a private vehicle for distances exceeding 500 km is defined as the only choice when there is no ground transportation service in the area of destination of the business travel, schedules are not compatible with the timing of the activities scheduled for the business travel, the trip involves carrying goods, using privately owned vehicles is more economically advantageous than methods of collective transportation.

Art. 6 Paragraph 5

When using a private vehicle equipped with the *Telepass* electronic toll collection system, the toll for the business travel kilometers accrued will be reimbursed upon receipt of the relating statement.

If the Telepass account is in the name of a third party, it has to be disconnected, and the issuance of a receipt for the payment of the toll needs to be requested.

Art. 7 Paragraph 2

Rates exceeding the authorized allowance must be appropriately justified in the event that no hotels with rates permitted under this Policy were available in the destination place of the business trip and/or in the period of the business trip, or in cases where there is reasonable need to stay in a hotel with a higher rate.

Art. 8 Paragraph 1

Supporting evidence of expenses include receipts (*scontrino fiscale* and *ricevuta fiscale*) and invoices in Italy, or equivalent documents abroad.

In the event that elements such as paid amount, date, header of the document supporting the expenses were missing, an explanatory note signed by the traveler will be required.

If the document is in a foreign language other than English/French/German or Spanish, a statement, signed by the traveler with indication of essential elements such as date, amount, object and cost, will be required.

For the reimbursement of expenses paid in foreign currency, the exchange rate applied will be the one shown on the currency purchase bank receipt or, if such document is not available, the exchange rate on the first day of the business travel.

The above exchange rate can be viewed at the *Banca d'Italia* web page at:

<http://cambi.bancaditalia.it/cambi/cambi.do?lingua=it&to=cambiGForm>

In cases where there is one receipt for multiple persons, the traveler must specify for which portion he/she is claiming reimbursement; otherwise, the total amount will be divided by the number of people.

In lieu of the original documents, for justified reasons, a statement issued by the traveler will be accepted provided that the details of the expenses incurred are listed on the statement of the payment card.

In particular

- Reimbursement of travel expenses:

Reimbursement of expenses incurred for travel will amount to the ticket fare, any mandatory additional fees, seat reservation, and baggage storage.

Reimbursement of travel costs can only be claimed upon presentation of the original ticket. If the travel ticket does not bear the price, the traveler must attach the receipt of payment and/or screenshot of the official website of the transportation company indicating the fares. Airfare tickets purchased online (Electronic Ticket) can be claimed if supported by the screenshot of the ticket purchase and proof of credit card payment. Claims for train tickets purchased via the Internet Ticketless service are eligible for reimbursement as well.

In cases where the transportation company retains the original ticket, the traveler must request that the company issue a statement containing the price, date and itinerary. If that is not possible, the traveler must provide a statement of retained or lost ticket.

Booking higher than coach class airfare tickets is allowed for transcontinental travel lasting more than 5 hours, subject to grounded request and approval by the budget Manager.

First class train tickets can be purchased if the traveler provides comparative advantage documentation, by printing comparative fare tables.

Boarding passes are required for business travel relating to job orders subject to financial reporting. If this evidence cannot be provided, the traveler must produce a statement of lost boarding pass.

- Reimbursement of meal expenses:

Meals will be reimbursed only if consumed at the business travel destination or during the trip to or from it.

For the purposes of reimbursement of expenses, the traveler is required to produce the original document of payment showing that the establishment is authorized to provide dining service, or to sell groceries. The document must bear the company's name, the nature of the expense, the place, the date and the amount paid.

Foreign receipts or invoices for meals must contain the name of the company, the amount paid, the date, and the place; in the event that such data were missing, the traveler must provide a statement certifying that the document relates to expenses actually incurred and eligible under the terms specified above. If the document is written in a language other than English, French, Spanish or German, it will be the traveler's responsibility to specify the details of the content in writing.

If the expense documentation include cover charges for people other than the traveler, the amount claimed for reimbursement will be calculated by dividing the invoice total by the number of people.

Receipts not exceeding the allowance are eligible for reimbursement. Alcoholic beverages outside meals are not eligible for reimbursement.

- Reimbursement of lodging expenses:

For the purposes of reimbursement of lodging expenses, the traveler must provide the original receipt on the lodging facility's letterhead in Italy, or equivalent documentation for stay abroad.

Online lodging purchases will be reimbursed if the printouts of payment screenshots are provided.

If the lodging documents include people other than the traveler, the amount to be reimbursed will be calculated by dividing the invoice total by the number of people.

Expenses for accommodation in a residence or apartment is eligible for reimbursement if economically more advantageous than the average hotel rates in the area of destination, prior approval at the time of budget authorization. To this purpose, the traveler must provide the receipt.

Art. 9 Paragraph 1

The traveler may request an advance not exceeding 50% of the business travel related expenses eligible for reimbursement, for business travel lasting more than 24 hours and for amounts not lower than € 200.00.

The request must be submitted at least 7 working days prior to the business travel start date, except for special or urgent duly grounded cases.

Travelers who have requested and obtained an advance must provide, as soon as the business travel has ended, complete back up documentation.

If forced to cancel their business trip, travelers who had obtained an advance, are required to return the amount received within 10 days from the date on which the trip would have started.

If the amount of the advance exceeds the effective expenses, the difference must be returned within 30 days after completion of the business trip.

Those workers who have not observed the provisions set forth in the above paragraphs are banned from receiving further advances, until their debt to FBK has been paid off.

Art. 11 Paragraph 1

For information concerning insurance contracts entered into by FBK, please see the relating policy.