UNIVERSAL DESTINATIONS & EXPERIENCES COMPANY POLICIES AND PROCEDURES	Section 1 of 1	Page
	Date January 2025	

Subject: Travel & Expense – UDX Specific Policy

PURPOSE: To provide guidelines related to T&E. Also see the NBCU T&E policy.

ADMINISTRATION: Finance is responsible for administering this policy.

POLICY: This policy includes the following:

- **Travel Meals** – Instead of setting a per diem rate, travelers shall use the corporate credit card for meals. The cost of meals shall be as reasonable as possible.
- **Internal Business Meals** – Employees with titles at or above Senior Vice President may on occasion take personnel out for a business meal (preferably *on-property*, which is defined as venues at the Universal Orlando Resort, Universal Studios Hollywood, Universal Studios Japan, and Universal Beijing Resort). Vice Presidents and Directors may also on occasion take personnel out for a business meal (required to be on-property unless the meal occurs in connection with an offsite meeting or event approved by Vice President). The cost of all meals shall be as reasonable as possible.
- **Orlando Internal Catering** – In Orlando, internal catering shall be used for all on-property catered events in excess of 20 employees. In addition, internal catered events shall be approved by an employee with a title at or above Vice President and be at least attended by an employee with a title at or above Director.
- **Third Party Business Meals** – Business meals with third parties such as clients or vendors are required to be on-property unless it is more convenient to meet the third party off-property (with appropriate documentation). The cost of all meals shall be as reasonable as possible.
- **Orlando Business Meals** – In Orlando, Vice Presidents and below must obtain pre-approval from the UDX SVP-Controller (with appropriate documentation) for all business meals at premium restaurants such as Bice and The Palm. The cost of all meals shall be as reasonable as possible.
- **Internal Recognition Gifts** – On occasion, recognition gifts for employees under $25 are a reimbursable business expense. This policy excludes formal HR driven recognition programs (see separate HR Recognition Policy).
- **Birthday Gifts / Meals** – Birthday gifts and meals are not a reimbursable business expense.
- **Business Gifts to Third Parties** – Business gifts to third parties shall be capped at $150 per individual unless approved by (1) the Division Head and (2) the Division President, CFO, Legal Vice President, or HR Vice President.
- **Government Officials** –For business meals or gifts with government officials you must follow the Comcast Code of Conduct and Anti-Corruption Policies. For coding of approved expenses in Concur, please refer to the International T&E Expense Coding Policy – UDX Policy.

- **Receipts** – All purchases in excess of $100 must be supported by a receipt. Detailed, itemized receipts are required for food and beverage bills in excess of $250 and all hotels, rental cars and ground transportation (taxi, Uber, Lyft, Car Service) regardless of amount.
- **Airline Flights** – SVPs and above are included in the NBCU flight class exception. SVPs are able to fly Business Class on all flights longer than 3 hours as well as flights from Orlando to Dallas, New York, Philadelphia, and Washington DC.
- **International Flights** – Employees who are at Director Level or above with international flights greater than six hours are eligible for an upgrade to Business Class when available. Employees below Director Level with international flights greater than six hours are eligible to upgrade only one cabin to Premium Economy class. Business class is only available to employees below Director Level under rare circumstances when pre-approved by the UDX SVP-Controller or UDX CFO.
- **Travel Pre-Approval** – Business travel should only be booked when telepresence technology is not a viable option. All travelers must submit a pre-approval travel request in SharePoint. These requests should be submitted far enough in advance not only to obtain optimal fares but also to give the approvers sufficient time to review. Travel must be pre-approved by (1) the Division Head and/or delegate and (2) the Division CFO and/or delegate. Travel may only be booked when this pre-approval is granted.
- **Non-exempt employees** – Generally, non-exempt employees are not approved for travel. If travel is required for a non-exempt employee, it must be approved in advance by the UDX SVP-Controller.