

I. Purpose

This policy is to be used for reimbursing business-related expenses incurred by employees while conducting company activities. It ensures that all expenses are necessary, reasonable, and aligned with company objectives. Additionally, the policy helps manage costs while providing employees with the resources needed to perform their duties effectively.

This policy applies to all Superior Energy Services employees worldwide who incur expenses on behalf of the company, whether through personal payment (to be reimbursed) or company-issued credit cards.

II. Travel Related Expense Policy

1. Transportation - All trips must be approved in advance by the individual's supervisor. The most cost-effective and efficient travel option should be selected.

a. Airfare:

- Employees are required to book economy class for all domestic flights.
- Employees are required to book economy class for all international flights under 8 hours.
 - Vice Presidents and above are eligible for an upgrade to business class on international flights over 8 hours, subject to approval in advance by their respective SVP or above.
- Checked baggage – standard baggage fees for one bag per person per round trip will be reimbursed.
- Seat upgrades, premium boarding, and other airline add-ons are not reimbursable.

b. Personal Vehicle:

- Employees who use their personal vehicle for business travel will be reimbursed on a per mile basis using the IRS standard mileage rate (which covers fuel, wear & tear, maintenance, insurance, and depreciation).
- All mileage for business use of personal vehicles is computed from place of work and not from place of residence.
- Mileage must be submitted through the expense management system; submissions via Excel or other applications will not be accepted.
- Tolls and parking fees related to business travel will be reimbursed with proper receipts.
- Employees participating in the Car Allowance Program should not submit any car-related expenses for reimbursement, as the allowance is intended to cover all related vehicle costs.
- The cost of commuting between an employee's residence and normal office location is not reimbursable. Any business-related travel within the metropolitan area that exceeds the employee's normal commute is reimbursable.
- Employees driving for company business are automatically subject to MVR (Motor Vehicle Report) checks, which include a record of their driving history, violations, accidents, and license status.

c. Rental Cars:

- Employees must select an economy-class vehicle unless a larger vehicle is necessary for business needs (e.g., group travel, equipment transport).
- Employees must refuel the vehicle before returning it to avoid high refueling charges from the rental agency.
- The company will not reimburse luxury or premium vehicle upgrades, traffic violations, fines, or refueling charges.
- Additional or optional car rental insurance should be declined.

Exception to Travel Guidelines – In certain countries, or when traveling between specific countries, travel arrangements may be upgraded due to documented safety concerns. If you believe that adhering to these travel guidelines would pose a risk to your personal safety or that of your immediate family members, you must promptly discuss the matter with your line manager. Any deviation from these guidelines requires proper documentation of the safety concern and prior approval from your line manager.

2. Lodging / Hotels

When Superior Energy Services business units establish agreements with local hotels near company offices, employees are required to stay at these designated hotels. Corporate rates should be requested at the time of booking, and reservations should be made in advance to secure the best rates. Employees should take advantage of available corporate and discount rates whenever possible.

- Employees should choose mid-range hotels. Luxury hotels will not be reimbursed unless pre-approved by the CEO or a direct report to the CEO
- Hotel parking fees will be reimbursed.
- Bottled water is a reimbursable expense.
- In-room mini bars / refreshment centers, and salon / spa services are not reimbursable.
- Laundry or dry cleaning will not be reimbursed (except as part as an extended stay).
- In order to avoid “no show” fees, employees are responsible for notifying the hotel of cancellation charges to a reservation. The company does not reimburse “no show” charges unless incurred for valid business reasons.

3. Meals

- Employees may be reimbursed for meals when traveling for business-related purposes and away from their primary work location.
- When two or more employees dine together, they may choose to pay for their meals individually or as a group. If paying as a group, the most senior employee (i.e., the highest-ranking attendee) must cover the expense to ensure appropriate one-level-up review. The senior employee must also document the business purpose and the names of all attendees (see Section V for receipt requirements).
- Non-meal-related alcoholic beverages are not reimbursable as travel-related expenses, except when meeting with customers or potential customers.
- Tips exceeding 20% of the total bill will not be reimbursed, unless the restaurant’s policy requires a higher tipping rate for large groups

4. Transportation Services (Uber/Lyft, Taxi, etc.)

- Employees may be reimbursed for transportation expenses when traveling for business-related purposes outside their regular work location.
- Tips exceeding 20% will not be reimbursed.

III. Other Business-Related Expense Policy

1. Business Meals & Entertainment Expenses

- Client Entertainment - expenses should be reasonable and necessary for business purposes.
- Clients or attendees are required to be recorded in the expense report, same as business meals.
- Tips exceeding 20% of the total bill will not be reimbursed, unless the restaurant's policy requires a higher tipping rate for large groups.
- The most senior position employee in attendance at the entertainment event pays for the entertainment expenses.

Note: To comply with IRS regulations, employees must provide the following documentation when submitting an expense report for reimbursement. Failure to provide the required details may result in a delay or denial of reimbursement.

- Names of individuals present, including their titles and company affiliation.
- Name of the establishment or location where the meal or event took place.
- Amount and date of the expense.
- Specific business topics discussed during the meal or event.

2. Conference

- Employees must receive pre-approval from their manager and department head before registering for a conference.
- The conference must be relevant to the employees' role and contribute to professional development or business objectives.
- The company will reimburse the following reasonable and necessary expenses: registration fee, travel expenses, lodging, meals and local transportation.

3. Memberships

- Club memberships (Costco, Sam's Club, airline membership and gym memberships) will not be reimbursed.

4. Gifts and Entertainment

- Customer Gifts - limited to \$250 USD per customer, no more than twice a year.
- Gifts or gift cards should not be given to employees.
- For gifts and entertainment to government officials, non-government officials, or employees, please refer to the Gifts and Entertainment (G&E) Approval Matrix included below and in the Anti-Corruption and Anti-Bribery Policy.

Gifts and Entertainment ("G&E") Approval Matrix

G&E for Government Officials	Manager	Business Unit Leader	Division President	Ethics & Compliance	General Counsel
under \$100	Approval	Inform			Inform all G&E more than US \$1,000.
above \$100	Approval				
G&E for Non-Government Officials					
Under \$250	Approval	Inform			
Above \$250	Approval				
If you Receive a G&E					
Above \$250	Approval		Inform	Approval	

5. Other items

- Gift cards should not be purchased under any circumstances, as their business use cannot be substantiated.
- Meals are not reimbursable when traveling to local business sites. (ie: If your normal office is in downtown Houston and you travel to a local business unit for a meeting, you cannot expense your meal.)
- Meals with employees are not reimbursable

IV. The following list includes, but is not limited to, specific examples of expenses that must be processed through the accounts payable system.

- **Charitable contributions** must be approved in accordance with the Anti-Corruption and Anti-Bribery Policy and paid through Accounts Payable.
- **Sponsorships** must be approved in accordance with the Anti-Corruption and Anti-Bribery Policy paid through Accounts Payable.
- **Promotional items** purchased as raffle prizes must be approved by the CEO or a direct report to the CEO and paid through Accounts Payable.
- **Facility and communication charges** should not be paid with personal or company credit cards; they must be submitted through Accounts Payable.
- **Inventory items** must flow through a purchase order, then paid through Accounts Payable.
- **Work clothing, uniforms, boots**, and other work-related items must be purchased through the company's purchasing department.

V. The following list includes, but is not limited to, specific examples of non-reimbursable expenses:

- Internet and data access plans
- Commuting expenses including tolls for travel between work / home
- Driving fines, violations and penalties
- Purchase of golf clubs or any other sporting equipment
- Business conferences and entertainment which are not approved by the employee's supervisor
- Sporting, hunting and fishing apparel
- Tobacco products
- Magazines
- Dry cleaning (except for extended pre-approved stays)
- Adult entertainment
- Airline club memberships, wholesale club memberships, health club memberships.
- Babysitting or pet sitting
- Barbers/ hairdressers
- Shoe shining
- Cell phone accessories
- Repairs, maintenance, tune-ups for personal vehicles
- Souvenirs/gifts for employees
- Expenses associated with travel of an individual's spouse, family or friends

VI. General Guidelines

- Receipts are required for all expenses
- Employees must submit all itemized receipts.
- Credit card statements alone are not considered sufficient documentation.
- If a receipt is lost or misplaced, employees must complete a Missing Receipt Declaration report which should include date and description of the expense, vendor name and location, amount spent, explanation for why the receipt is missing and manager's approval.
- Reporting - expense reports must be submitted within 30 days of the expense incurred.

- Expense approvals will be sent to a direct supervisor with approval authority and should be completed in a timely manner but in no case longer than 14 days.
- Management has the right to decline any expenditure that they believe should have been secured through standard purchasing process or is deemed unnecessary or unreasonable, at their sole discretion.
- Employees using company credit cards must complete the expense report 14 days after the credit card statement.
- Policy violations, intentional submission of invalid business expenses, and/or intentional efforts to circumvent approval levels are subject to disciplinary action up to and including termination.
- Non-reimbursable expenses paid through the company's credit card program will be subject to review by the Finance & Accounting Department. Following this review, the department will determine whether recovery of such amounts through payroll deduction is required.