



Travel Policy

This document defines the GPA travel policy. GPA may have additional policies and procedures in place via agreements and contracts with various clients. These agreements and policies supersede this policy in case of a conflicting statement.

Scope

This policy applies to all GPA employees when traveling for GPA business or client business.

GPA Travel

Employees may be required to travel on GPA business or on GPA's client business. All such travel must be approved by the employee's supervisor or GPA's Operating Officer (or designee).

Travel charged to GPA's clients must be approved by the employee's supervisor as well as GPA's account manager for the client. The account manager must confirm with the client prior to any travel arrangements being made.

If overnight travel is required, GPA will cover the actual cost at business class hotels at a reasonable location related to the remote work site.

GPA will also cover meals at reasonable and actual cost within the range of the then current domestic per diem rates set by the U.S. Government.

Transportation to and from airports should be shared if multiple people are traveling together. If a rental car is the most cost-effective alternative to airport transportation (i.e., taxis, Uber, Lyft, or shuttles), GPA will book the most economical car consistent with the requirements of the trip.

Any expenses incurred must be charged to GPA's corporate credit cards whenever possible. For any expenses incurred, GPA's Reimbursement and Corporate Credit Card policy applies.

GPA Air Travel Policy

When air travel is required, employees must purchase the cheapest reasonable fare in the cabin specified in this policy.

For travel exceeding 5 hours of total flight time, GPA permits travel in business or domestic first class. For travel under 5 hours, GPA permits travel in coach class. Note that for client travel, any applicable travel policy provided by the client overrides this policy.

GRID PROTECTION ALLIANCE, INC. (GPA)

STANDARD PRACTICE

Revision 1

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All air travel must be approved by GPA's Office Manager.

GPA Operating Officer: Dr. Christoph Lackner (Signed Electronically)