



## Go Explore! Travel Reward Program

### Introduction

At MMGY Global, our employees are the core of our success. In our efforts to attract, retain and motivate our most important asset, our people, we have developed a best-in-class, one-of-a-kind travel reward program. This program both rewards our employees and exemplifies our commitment to living our mission of inspiring people to go places.

Please note that this policy is subject to specific terms and conditions. Please ensure to read this document in its entirety, including the local annexes.

### Benefit

#### Summary

MMGY Global will be providing reimbursement for eligible travel expenses based on your anniversary date, which is further detailed below.

For all employees hired prior to 2022, the eligibility for the travel reward program begins January 1, 2022. For employees starting with MMGY Global after January 1, eligibility is based upon the quarter in which the employee is hired. Upon reaching an employee's second-year anniversary date, the employee will become eligible to receive reimbursement for up to \$325 for eligible travel expenses to be used in the year following their second anniversary date, or the third year (*"Third Year Anniversary Benefit"*)

However, should an employee decline to use their Third Year Anniversary benefit they will then become eligible for up to a \$2,270 reimbursement of eligible travel expenses upon reaching their third-year anniversary date, to be used in the year following their third-year anniversary date, or in their fourth year (*"Fourth Year Anniversary Benefit"*).

Again, should an employee decline to use their Fourth Year Anniversary Benefit, they will become eligible for up to a \$5,190 reimbursement of eligible travel expenses upon reaching their fourth-year anniversary date. This reimbursement would be used in the year following the employee's fourth year anniversary, or during their fifth year (*"Fifth Year Anniversary Benefit"*).

As an added benefit, MMGY will provide an additional **cash payment** to employees when the reimbursement is issued. This cash benefit brings the total value of the benefits to:

- **\$500 - Third Year Anniversary Benefit (Taken after the total completion of 2 years)**
- **\$3,500 - Fourth Year Anniversary Benefit (Taken after the total completion of 3 years)**
- **\$8,000 - Fifth Year Anniversary Benefit (Taken after the total completion of 4 years)**

*\*See the "Tax Implications" section for more details on this additional cash payment.*

There are no further benefits beyond the Fifth year Anniversary Benefit, however your eligibility restarts at Year Zero after a benefit is used or after the expiration of the fifth year if the benefit is not used.

Once an anniversary benefit is used, an employee will return to **"Year Zero"** and again for the purposes of calculating the eligible benefit. For example, if an employee with an anniversary date of January 1, 2022 used the

Fourth Year Anniversary benefit (\$3,500 reimbursed during the calendar year 2025). They would then be eligible for the Third Year Anniversary Benefit during the calendar year 2027).

For the avoidance of doubt and notwithstanding anything to the contrary, in no event shall an employee be entitled to payment of this benefit in cash, at termination or otherwise, and this benefit is fully forfeited as soon as an individual is no longer an employee of MMGY Global.

*In the case that an employee is leaving the company and has utilized some of the benefit, consistent with the guidelines of this policy, MMGY Global will honor reimbursing for expenses used and fully paid prior to the resignation. **However, MMGY Global will not reimburse the employee for any expenses or trips planned or paid for after the resignation/termination notice is given.** Employees must submit all expense reimbursements prior to their last day to be reimbursed for what they have already utilized. Employees will not be paid out for any unused benefit. Deposits, reservations, etc. will not be considered "fully paid" and eligible for reimbursement.*

#### Eligibility and Eligible Expenses

Any global employee of an MMGY Global LLC, or of any subsidiary who is fully or majority owned by MMGY Global LLC ("MMGY Group") are eligible to participate in this benefit. This plan does not extend to any contractor or individual who is not considered a legal employee directly employed by the MMGY Group.

Any travel-related expenses are eligible for reimbursement. Examples include but are not limited to: Cost of airline tickets, hotel accommodations, transportation expenses, food and beverage, purchase of luggage, and expenses related to attractions or excursions. Expenses for travel companions, such as family, partners, or friends, may also be reimbursed - subject to the total reimbursement cap.

This reimbursement is intended to encourage employees to travel and provide experiences, therefore everyday expenses or gift cards would be excluded from reimbursement. Any expenses which, in MMGY's reasonable judgment, are outside the intention of this program may be subject to disqualification from reimbursement.

Expenses must be incurred within 12 months of reaching eligibility. For example, for an employee who is eligible for the Fourth Year Anniversary on January 1st, 2024, MMGY Global would only reimburse expenses incurred between January 1st, 2024, and December 31st, 2024.

#### Anniversary Date- Based Quarterly

Anniversary dates will be based on the fiscal quarter. For employees who are hired after December 31st, 2021 their anniversary date will be the first day of the calendar quarter following their first day of employment. So, for an employee whose first day is February 15th, the Anniversary date will be April 1st.

For Employees who were hired prior to December 31st, 2021 their anniversary date for this program will be considered January 1st, 2022.

To ensure that no employees are adversely affected by the elimination of the existing anniversary program, any US employees who would have been within two years of receiving an anniversary reward in 2022 under the old program will receive that reward during 2022. Additional communications have occurred directly with these employees.

Any employee who leaves and returns to the company within 180 days will have their tenure reinstated and they'll be able to continue participating in this program based on their tenure.

## Reimbursement Process

All eligible program expenses must be submitted on MMGY Global’s standard manual reimbursement form and supported by receipts or other documentation as may reasonably be required by MMGY Global or local tax authorities. Submitted expenses must have been fully paid for by the employee; deposits, reservations, etc will not be considered “fully paid” and eligible for reimbursement.

For ease of tracking employees will only be able to submit **one** reimbursement expense which must include all expenses the employee would like reimbursement for. Expenses must be submitted to and approved by HR utilizing the following address and must include proof of receipts: [travelbenefits@mmgyglobal.com](mailto:travelbenefits@mmgyglobal.com) . Upon approval of expenses, these amounts will be included in the employee's next payroll payment.

While the benefit may be used over the course of multiple trips during the year, only **one** expense report may be submitted and only one reimbursement payment will be made. Furthermore, all expenses incurred must be submitted within **30 days of the final month of eligibility**. For example, if an employee was eligible for a benefit starting January 1st, 2024, the related expense report must be submitted by January 30th, 2025 (though can be submitted earlier).

## Tax Implications

The payment of this benefit is considered taxable income to the employee and is therefore subject to local withholding and income taxes.

As these reimbursements will be issued via payroll, amounts of taxes will automatically be withheld based on the elections of the employee as well as in accordance with local tax authorities. As each individual's tax situation is different, any questions regarding the impact of this payment should be directed to an employee's individual tax advisor.

To account for this additional tax and withholding, MMGY will be providing a cash gross-up (“Cash Component”). Please note that this Cash Component is **not** intended to cover the tax amount but is being provided as an additional benefit. This Cash Component may be more or less than the taxes due or amounts withheld from an employee's paycheck.

The breakdown is as follows:

Reward <sup>1</sup>	Reimbursement	Cash Component	Total Benefit
Third Year Benefit	\$325	\$175	\$500
Fourth Year Benefit	\$2,270	\$1,230	\$3,500
Fifth Year Benefit	\$5,190	\$2,810	\$8,000

1 - Amounts for currencies outside of US Dollars can be found in the *Local Annexes*.

2 - The Cash Component will be prorated based on the percentage of the total reimbursement spent. For example, if an employee is reimbursed for \$260, or 80%, of their Third Year Benefit they would receive 80% of the cash component, or \$140, for a total payment of \$400, or 80% of the Total Benefit.

3 - The cash component was calculated using an assumed tax withholding rate of 35%, which includes 22% Federal, 7.65% and 6% State.

### Local Annexes

The following annexes apply to any employees who are employed or based within the following states or countries. These conditions expressly override any otherwise applicable or conflicting provisions within this policy.

#### Canada

The Reimbursable and Cash Components are as follows for our Canadian Employees. These amounts are in Canadian dollars:

Reward	Reimbursement	Cash Component	Total Benefit
Third Year Benefit	\$500	\$141	\$640
Fourth Year Benefit	\$3,495	\$985	\$4,480
Fifth Year Benefit	\$7,990	\$2,250	\$10,240

#### Ireland

The Reimbursable and Cash Component are as follows for our Irish Employees. These amounts are in Euro:

Reward	Reimbursement	Cash Component	Total Benefit
Third Year Benefit	€325	€120	€445
Fourth Year Benefit	€2,248	€832	€3,080
Fifth Year Benefit	€5,139	€1,901	€7,040

#### United Kingdom

The Reimbursable and Cash Component are as follows for our UK Employees. These amounts are in GBP:

Reward	Reimbursement	Cash Component	Total Benefit
Third Year Benefit	£230	£150	£380
Fourth Year Benefit	£1,596	£1,064	£2,660
Fifth Year Benefit	£3,650	£2,430	£6,080

### Other Terms and Conditions

For the avoidance of doubt and notwithstanding any other provision, this policy is fully discretionary and may be terminated or changed by MMGY Global at any time without notice, payment, or another form of recourse.

**See link the Go Explore video announcement and FAQ Document Below:**

See Video Here!: [Go Explore! Travel Reward Program Video Announcement](#)

See FAQ Link Here!: [Go Explore Travel Award Program FAQ](#)

\*To access the Intranet you will need to login to [mmgy.okta.com](http://mmgy.okta.com) and then click the Intranet icon.