

Appendix 5

Business Expenditures with Government Officials

LESS than \$50 USD: Complete this form to report business expenditures with a value of less than \$50 USD per person that were provided to or given to a Government Official. The completed form must be submitted to Anti-Corruption Compliance within fifteen (15) business days following the date of the event.

MORE than or EQUAL to \$50 USD: Complete this form to obtain pre-approval from Anti-Corruption Compliance to pay for the business expenditures with a value of more than or equal to \$50 USD per person to a Government Official.

I. Expense Information

1. Expense Type (check all that apply):

<input type="checkbox"/> Travel	<input type="checkbox"/> Lodging	<input type="checkbox"/> Transportation
<input type="checkbox"/> Gift	<input type="checkbox"/> Meal	<input type="checkbox"/> Entertainment
<input type="checkbox"/> Other _____		
2. Total Value:

<input type="checkbox"/> Less than \$50 USD per person [Notification]
<input type="checkbox"/> More than or equal to \$50 USD per person [Pre-approval]
3. Price of the business expenditures (with taxes): *(estimated price in case of pre-approval)* _____
(indicate currency)
4. Date(s) of the business expenditures: _____
(estimated date(s) in case of pre-approval) (mm-dd-yyyy)
5. Description & Business Purpose: _____
6. Is there a contract with the entity or company that the Government Official is affiliated with that requires this business expenditure? ☐ YES ☐ NO
If **YES**, please attach a copy of the contract and note the applicable provision.
7. Was the business expenditure requested by a Government Official? ☐ YES ☐ NO
If **YES**, please identify the person by name, title, and organization:
Name: _____
Title: _____
Organization: _____
Country/Region: _____
8. How will the business expenditure be paid or reimbursed?

II. Expense Details

☐ **Flights - Commercial Aircraft**

- Total Cost (indicate currency): _____
- Class Details (e.g., economy or business): _____
- Journey Details (i.e., describe route(s)): _____

☐ **Flights - Corporate Aircraft**

Authorized By:

Journey Details (i.e., describe route(s)):

☐ **Train**

Total Cost (indicate currency):

Class Details (e.g., economy or business):

Journey Details (i.e., describe routes(s)):

☐ **Car Rental**

Total Cost (indicate currency):

Car Make and Model Information:

Rental Period (i.e., number of days):

☐ **Taxi/Transport by Company Car**

Total Cost (indicate currency):

Details (i.e., provide details of each fare):

☐ **Hotel**

Name:

Nightly Rate (indicate currency):

Number of Nights:

☐ **Meals**

In Hotel (number, total cost and currency):

Other (number, total cost and currency):

☐ **Other Incidentals**

Provide relevant details and cost (indicate currency):

III. Government Official's Information

1. Official's Full Name:

Official's Title:

Government Entity: _____

Business Address: _____

Country/Region: _____

Telephone Number: _____

E-Mail Address: _____

2. Briefly describe the Government Official's responsibilities:

3. Has the Company spent any business expenditures for the Government Official within the past 12 months? ☐ YES ☐ NO

If **YES**, provide the details of the expenses and the total value (attach additional information on a separate page, if needed) (indicate currency):

4. Does the Government Official have a relationship with the Company (e.g., oversight of any aspect of the Company's operations)? ☐ YES ☐ NO

If **YES**, explain the relationship:

5. Is the Government Official a decisionmaker for his/her organization, or does he/she influence any decisionmakers within his/her organization? ☐ YES ☐ NO

6. Does the Government Official have any regulatory authority over the Company? ☐ YES ☐ NO

7. Has the Government Official made any decisions with regard to the Company in the past 12 months? ☐ YES ☐ NO

If **YES**, please explain:

8. Is the Government Official expected to make any decisions with regard to the Company in the next 12 months? ☐ YES ☐ NO

If **YES**, please explain:

9. Business expenditures to Close Business Associates or Family Members of Government Officials must be pre-approved by Anti-Corruption Compliance, regardless of value. Does this expense involve Business Expenditures to a Family Member or Close Business Associate of a Government Official? ☐ YES ☐ NO

If **YES**, please explain:

IV. Responsible Business Unit Certification

I have disclosed all information that I believe is relevant to the business expenditures provided (or to be provided) to the Government Official, and certify that the business expenditures complied (or will comply) with the Company's Global Anti-Corruption Policy, the United States Foreign Corrupt Practices Act ("FCPA"), and any other applicable anti-corruption laws.

Signature: _____

Name: _____
(printed)

Title: _____

Business Unit: _____

Date: _____
(mm-dd-yyyy)

V. Anti-Corruption Compliance Pre-Approval (required for business expenditures with a value of more than or equal to \$50 USD)

Business Expenditure is: ☐ Approved ☐ Denied

Signature: _____

Name: _____
(printed)

Title: _____
(must be Director or above)

Date: _____
(mm-dd-yyyy)