

## Global Travel and Entertainment Policy

### **VII. Reimbursable Entertainment Expenses**

#### Business Meals and Customer Entertainment

Jabil will reimburse employees for a reasonable amount expended for business meals and entertainment furnished to customers provided that the expenditure meets tax requirements. Reimbursements will be limited to the amount shown on the receipt and gratuities up to 15 percent. Additional costs are not reimbursable.

Jabil's guidelines for defining reasonable customer entertainment include:

- A business meal or entertainment expense must be directly related to the conducting of business.
- For local business guest, the meal or entertainment must take place either immediately before, during or after the business is conducted.
- For out of town guest, the meal or entertainment can take place the day before or after the business is conducted.

Reimbursement will be made only if the following is provided:

- A copy of the travel itinerary detailing hotel, air, and car reservation.
- Original credit card or cash register receipt.
- All expenses \$25 and over must have receipts to be reimbursed.
- All meals regardless of the amount must have receipts to be reimbursed.
- The nature of the business conducted is in relation to the meal
- The people entertained and their relationship to the conducted business.
- The specific type of entertainment provided.