FREEPORT-McMoRan

Travel and Expense Policy

JULY 2019

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RESOURCES

International SOS: (Security and Medical Assistance while traveling)

Phone: +1-215-942-5500

Travel Assistance Outside Normal Business Hours

Phone: +1-877-562-1158 or +1-203-787-6266

Travel Center – Administration Services

Phone : +1-866-584-3657 (8:00 a.m. – 5:30 p.m. CST)
+1-602-366-7878 (7 a.m. – 5 p.m. MST)
+1-877-562-1158 (after-hours service)

Address: 1615 Poydras Street
New Orleans, LA
70112-1254
or
333 N Central Avenue
Phoenix, AZ
85004-4414

Online: Travel Center

Expense Management – Financial Shared Services

Phone: +1-602-345-5654 (7:00 a.m. – 4:00 p.m. MST)

Email: FSST&E@fmi.com

Address: 333 North Central Avenue
Phoenix, Arizona
85004-4414

Online: Expense Management

INTRODUCTION

About this Policy

The Travel and Expense ("policy") applies to Freeport-McMoRan (FCX) North American employees and its affiliates (the "company"). Employees at operations outside of these regions are covered by policies specific to those countries and locations and can be obtained from local Human Resource representatives.

Objective

It is the company's intent to ensure the safety of its employees and provide a reasonable level of comfort and service while traveling on business. As such, the company established this policy to outline business-related protocols and provide guidance for the reimbursement, approval and documentation of actual and reasonable expenses related to business travel.

Since it is impossible to anticipate every situation that may be encountered while traveling on company business, each employee is expected to exercise good judgment when incurring travel and entertainment expenses. It is the responsibility of each employee to become familiar with and comply fully with this policy.

Before arranging travel, employees should consider cost-effective alternatives such as telephone calls, teleconferences, email or WebEx meetings to minimize costs.

Compliance

The company assumes no obligations to reimburse employees for expenses that are not in compliance with this policy. Failure to comply with this policy or the submission of expenses outside of policy guidelines could result in non-reimbursement of expenses and disciplinary action up to and including termination of employment.

Good judgment must be exercised when contemplating whether an expense is of a significant or unusual nature. If there is doubt, the matter should be referred to the proper company management authority for decision. The FSS Travel and Expense (T&E) department is available for clarification on such issues.

Exceptions to this policy must be pre-authorized, in writing, from a supervisor or manager, who has such authority. The approval documentation shall be attached to the employee's Expense Report.

Maintenance

Under the direction of the Chief Information Officer (CIO) and Corporate Administration Services, the T&E teams will administer and implement revisions to this policy as needed.

TRAVEL INFORMATION

Agency Services

The FM Travel Center (Travel Center) manages global travel services and allows the company to standardize procedures and leverage the best rates for business travel. The primary purpose of the Travel Center is to provide services for employees traveling on company business consistent with the terms of this policy. The Travel Center has travel agents in Phoenix, New Orleans, Santiago and Arequipa, as well as contacts with agencies in other countries where we do business. All employees are **required** to make travel arrangements by calling the Travel Center or by using the online travel reservation tool ("Concur").

Non-employees such as contractors, consultants or guests who may be traveling on company business are also required to use company negotiated hotel and international airline rates by reserving travel with an agent. Non-employee travelers should pay for their own travel and invoice the company. In some instances, it may be acceptable to charge the company ghost card for non-employee travel; however, travelers must provide the agent with the appropriate charge codes for proper billing at the time of booking.

Authorization

Before making travel reservations, employees must request approval from their department head or their designee. If you are planning international travel, requests must be made through the company's Leave/Travel Request system accessible from the Self-Service Center on FM Web.

Insurance

The company carries a Business Travel Accident Insurance Policy that provides accidental death, dismemberment and medical reimbursement insurance protection for employees traveling on behalf of the company. The coverage is provided while traveling to a point or points located away from the employee's premises of permanent assignment or place of residence, and continues until they return to either. This insurance does not include everyday travel to and from work, and is in addition to the coverage provided by the corporate credit card. Additional travel insurance purchased by an individual employee will not be reimbursed.

Payment

Employees who expect to travel two or more times per year are required to obtain a corporate card. Requests for a corporate card should be made to FSST&E@fmi.com. If an employee has not been issued a corporate card, the agent will charge the airfare to the company ghost card account. The employee shall provide the appropriate charge codes, including the company district number, department code and applicable project codes for billing. Please contact your local accounting department with any questions concerning these codes.

Employees are to use their corporate credit card (corporate card) for business travel-related expenses whenever possible.

Reservations

It is the responsibility of the Travel Center to satisfy the employee's travel requirements and meet the provisions of this policy. All travel reservations should be confirmed as far in advance as possible to obtain lowest available airfares. A minimum of fourteen (14) days advance booking notice should be adhered to when possible. Reservation trends will be reviewed on a quarterly basis for compliance with this policy.

1.0 Domestic Travel

For purpose of this policy, domestic travel is defined as travel within or between the United States, Canada, Mexico and Central America.

Employees should book all domestic travel through Concur, although agents are available to assist with domestic reservations when necessary.

2.0 International Travel

Pre-trip approval must be submitted through an International Travel Request (ITR). An ITR is required for all international travel and travel arrangements **must** be made with an agent. When submitting an ITR, you must clearly state the purpose of the trip in the business purpose field of the requestor information. The Travel Center is not authorized to book travel without an approved ITR.

a. MIS Requirements

You may be required to adhere to specific IT requirements while traveling to certain countries because of their targeted surveillance of business travelers. Please review the MIS End User Policies before traveling.

b. Immigration

The Travel Center processes visas and passports for business travelers. Since these requirements vary by destination, the Travel Center will coordinate with the destination site to acquire work permits at the time travel arrangements are made. Detailed information regarding immigration requirements can be found online or by speaking with an agent.

International business travelers are required to keep passport and visa information up to date with the Travel Center. To record your own information, login to Concur, and update your profile. If a travel visa has been processed for you, please provide an electronic copy to the Travel Center before departure.

c. Medical Advisories

Current Medical Advisories are listed by country under the International Travel tab online or you may contact the Travel Center for details.

3.0 Preferred Vendors

Employees should use vendors recommended by the Travel Center or marked as “Preferred”, in Concur. In many instances, the company negotiated lower corporate rates that satisfy an employee’s travel requirements.

4.0 Remote Site Operations

The company mandates certain requirements are met before traveling to a remote site. These requirements were established to ensure your health and safety and to assist site operations in accommodating travel plans.

Applicable site requirements **must be completed** before departing. Depending on your destination, pre-departure requirements, including medical, immigration and site reservations may take a number of weeks to complete. Please make travel plans far enough in advance to avoid rescheduling or cancelling your trip. Remote-site travel requirements can be found online or by calling an agent.

5.0 Reservation Changes / Cancellations

Employees should notify the Travel Center immediately of any changes or cancellation of travel plans. If a change or cancellation is required outside of normal business hours to meet a hotel or airline deadline, please call the 24-hour service number listed below. These numbers will also be listed at the bottom of your TripCase itinerary. The company incurs a charge for each call; usage should be limited to urgent matters.

24-Hour Service Number: +1-877-562-1158 or +1-203-787-6266

If a non-refundable ticket was issued and a trip is cancelled, agents will use the available credit for the passenger named on the ticket(s) or another employee from the same department for future reservations.

It is the obligation of the traveler to notify the hotel/motel of travel changes to avoid unnecessary charges.

Travel Security – ISOS

The company uses an international medical service coordinator called International SOS (ISOS) to provide the best care available while traveling internationally. ISOS has globally-established alarm centers and the ability to coordinate assistance if needed. All business travelers will be issued an ISOS card before departure. If you have not received an ISOS card before departure, please contact the Travel Center or you can print a card online after entering '11BCPA000119' in the member number field.

Sometimes, travelers may find themselves in unfamiliar or uncomfortable situations. For this reason, the company has established an emergency hotline for medical and security-related emergencies of employees traveling on business.

If you have a **medical or security related** emergency while traveling, please call the FCX Emergency Hotline at: **+1-215-942-5500.**

You will be asked a few qualifying questions before being transferred to a doctor or a security consultant. You can find the qualifying questions on the back of your ISOS business traveler card. Once your situation has been analyzed, the operator will advise you on next steps and alert the appropriate company resources to initiate required responses.

Internal Meetings / Conferences

Employees responsible for departmental meeting planning and organizing are required to submit an internal meeting request through the Global Travel Tool before requesting any Requests for Proposals (RFP's) or signing any contracts. Each approved request will be assigned a unique number and this number shall be distributed to all attendees. All attendees will be required to input this number for all expenses related to the event.

Combining Business and Personal Travel

If it is reasonable to combine business and personal travel, the details of personal travel should be identified at the time of booking. Deviation from commonly booked routes due to personal reasons will be accommodated at a lower priority. With respect to air travel, only the cost of the lowest fare at the time the tickets are issued for the business portion of the trip is reimbursable. If the business portion of the trip is cancelled, the employee is responsible for all penalties or fees related to changing the personal portion of the trip.

Employees must mark the personal portion of their trip as “personal” when submitting their expense report and are responsible for remitting payment directly to the credit card company. This includes the personal portion of a hotel portfolio, rental car charges, mileage, gas, etc.

Immediate Family Member Accompaniment

If an employee is eligible for business class airfare, he/she may elect to downgrade to economy class and apply the cost savings toward the airfare of an accompanying family member on the business trip. This downgrade rule can only be applied towards the purchase of one airfare for one immediate family member. Immediate family member accompaniment is considered a policy exception and requires prior written authorization from the department head.

The purchase of non-refundable tickets for either the employee or the family member may **not** be purchased in an attempt to remain below the cost of the original business class ticket price. The family member’s airfare is reimbursed up to the amount of the difference between the economy and business class airfare costs that would otherwise be incurred by the employee. Penalties for travel changes for an immediate family member are considered personal expenses.

ALL immediate family member related travel is considered taxable compensation to the employee and will be reported on the employee’s W-2 form.

Travel Rewards

Employees may retain frequent flyer and/or guest lodging program benefits, but these programs should not adversely influence travel selections.

Employees who elect to enroll in the AMEX Rewards program are responsible for paying the annual fee and must call AMEX, directly, to register. The fee is not reimbursable and employees are personally responsible for managing all travel reservations and expenses associated with the program.

AIR TRAVEL RESERVATIONS

Airfare Compliance

Employees are expected to purchase airfare consistent with the following:

- Employees shall book the lowest-cost flight.
- Round-trip reservations should be made whenever practical.
- Company preferred airlines should be used. Employees may choose any airline, within the preferred group, as long as the chosen airfare does not exceed twenty percent (20%) of the lowest fare.
- Employees may retain frequent flyer program benefits, but these programs should not adversely influence flight selections.
- Employees may upgrade to a higher class of service **only** when there is no cost penalty to the company, such as when using personal frequent flyer miles or using a discount negotiated with the airline. Travel Center agents are not responsible for travel arrangements associated with personal frequent flyer miles. Employees using frequent flyer miles to upgrade their service or purchase tickets should coordinate directly with the airline by visiting their website or calling them direct.

- Southwest travel reservations should be purchased at the lowest rate available at the time of booking. Business select can only be purchased by contacting the FM Travel Center if lower non-refundable fares are not available. Early bird check-in is a reimbursable expense and can be purchased online after booking a ticket.
- Travel reservations should be purchased at the lowest rate available at the time of booking. Business select should be purchased only if lower non-refundable fares are sold out. Early bird check-in is a reimbursable expense and can be purchased online after booking a ticket.

1.0 Domestic Flights

For the purpose of this policy, domestic travel is defined as travel within or between the United States, Canada, Mexico and Central America.

- Coach fare should be purchased.
- Reservations should be made at least fourteen (14) days before departure to keep costs at a minimum.
- Domestic non-refundable tickets should be purchased when the difference between a refundable vs. non-refundable ticket is greater than $300 or one and a half (1½) times the applicable change fee.

2.0 International Flights

- Business class fares may be purchased
    - Employees may be allowed to travel first class, on the domestic segment of the trip, if there is no additional cost or if the domestic segment is greater than two and a half (2 ½) hours.
- Reservations should generally be made at least fourteen (14) days before departure to minimize costs.
- International non-refundable/penalty tickets should be considered after the trip schedule is reasonably firm and the savings is more than two (2) times the applicable change fee.
- Some airlines provide waivers for change fees, Your Travel Center agent will discuss these options with you.

LODGING RESERVATIONS

Accommodations

Employees are expected to purchase lodging accommodations consistent with the following:

- Employees shall book single-occupancy accommodations.
- Luxury or resort hotels should be avoided unless there is no cost difference.
- Club level room upgrades, suites and other higher-priced accommodations shall be used only when essential to conducting business at hand.
- Employees may retain frequent lodging program benefits, but these programs should not adversely influence vendor selections.
- Prior authorization from the Travel Center is required at hotels not listed as a preferred vendor. Exceptions may be granted for lodging reservations related to a conference or seminar where a discounted conference rate has been arranged or when a hosting office has a preferred rate at a local hotel. In this case, it is the employee's responsibility to provide lodging information to the Travel Center for inclusion in the employee's travel itinerary to ensure safety protocols are met.

Company Housing

When traveling to company site operations, the Travel Center will arrange your stay in company housing whenever possible in an effort to be cost effective.

GROUND TRANSPORTATION RESERVATIONS

Before selecting a method of ground transportation, employees should consider the laws and security requirements of the city/country they are visiting. Employees are required to select the most cost effective and efficient means of ground transportation and should evaluate all options, including the following:

- Company vehicle
- Personal vehicle
- Public transportation
- Rental vehicles
- Taxi or shuttle services

If you are visiting one of the mine sites, the Travel Center will advise you on the particular requirements based on your itinerary.

Company Vehicles

Company vehicles may be available to provide transportation to locations within a reasonable driving distance and should be used whenever available. Company vehicles may only be used for business purpose and are not for personal use.

Gasoline and other maintenance expenses incurred during the operation of a company car should be paid for with a corporate card, as these are considered reimbursable expenses.

Personal Vehicle

Personal vehicle use for company business is reimbursed when it is determined to be the most cost effective or practical method of transportation. The reimbursement rate is equal to the IRS standard mileage rate, in effect at the time of travel.

If an employee prefers to use his or her personal car on a trip where a plane or train is the more economical means of transportation, the company will reimburse the employee for mileage at the standard rate, up to an amount that does not exceed the cost of an economy class plane fare. If an employee decides to drive instead of fly, the employee will need to request a roundtrip airfare ticket estimate from the Travel Center. The employee must attach a copy of the estimate and a copy of their supervisor's written approval authorizing the employee to drive instead of fly to their destination.

Public Transportation

Public transportation is encouraged where it is safe and easily accessible; costs are reimbursable.

Rental Vehicles

Rental vehicles should be selected when it is the most cost-efficient method. The following guidelines/procedures should be followed when renting a car:

- Employees are required to book car rentals with a preferred vendor, through the Travel Center or Concur to ensure insurance coverage by the corporate rental agreement.
- Employees should sign up for the frequent renter program of the company preferred car vendors. These programs provide special privileges such as counter by-pass, choose your

own car (midsize and above) and E-receipts. Links to sign up under the company contract can be found online.

- Employees traveling together are expected to keep the number of rental cars to a practical minimum.
- Rental cars should be refueled before returning it to the rental agency.
- The car rental size should be midsize/intermediate. If a larger vehicle is required, written justification must be included with the expense report.
- Renting of 4x4 or AWD vehicles, including trucks, are permitted in inclement weather or for travel to the mine site(s) in Colorado or El Abra, Chile. If a 4x4 vehicle is rented at a location other than these sites, written supervisor approval is required.
- Luxury or sports car rentals are not reimbursable unless essential to conducting business.

Taxi Services (including Uber, Lyft, shuttles, etc.)

Taxi fees (including shuttle, Uber, Lyft, etc.) are reimbursable. Employees are required to use a taxi if it is more cost effective than using a rental car for ground transportation. Certain areas have company-designated taxi services that comply with our safety and security standards. Please check with a Travel Center agent prior to your visit.

Limousine and private car services generally should be avoided unless they are cost effective compared with other available ground transportation services, or considered necessary under the circumstances.

Risk Management / Insurance

In the event you are involved in an auto accident while on company business, you should contact police officials to file a report and then notify your supervisor and RiskManagement@fmi.com as soon as reasonably possible. If police officials are unable to respond, obtain the other driver's name, contact information, vehicle and insurance information, contact information for any witness(es), and take photos of damage to involved vehicles.

1.0 Company Vehicle

All company vehicles, as well as the authorized operators and their passengers, are covered under the company insurance policy. **Please verify that an insurance card is in the vehicle before driving it.** If the vehicle is to be driven in Mexico, please contact RiskManagement@fmi.com, so that they can arrange insurance for that particular vehicle.

2.0 Personal Vehicle

Employees operating their personal vehicle on company business are required to obtain an insurance policy that meets the minimum statutory limits defined by each state.

If a vehicle is predominantly used for business (i.e., more than the occasional trip), it is recommended the employee obtain a 'Business Use Endorsement' on the employee's personal auto policy. An alternative is for employees to use a company-provided car when available.

In case of an accident while using a personal vehicle for business purpose, claims should be filed with the employee's insurance and RiskManagement@fmi.com should be notified.

3.0 Rental Vehicle

When reserving a vehicle at the counter, please identify yourself as a Freeport-McMoRan employee or consultant traveling on company business to obtain the best rate and to guarantee insurance coverage. If the rental agency is unable to identify the appropriate contract, please contact the Travel Center to obtain the corporate ID number as this ID is required to obtain the approved insurance coverage in the US.

Optional insurance should *not* be purchased from the rental car provider as the company's risk retention and insurance program applies to employees' use of rental vehicles while on business travel**.**

For car rentals outside of the US, optional insurance should not be purchased.

When picking up a vehicle, please verify that the rental car provider's insurance card is in the vehicle.

The cost of damage on rental cars that are not rented through the Travel Center or Concur will be charged to the respective department directly.

Upgrade charges for satellite radio are not a reimbursable expense.

Special Notes

Please note that the use of cellular telephones and other portable communication devices is prohibited while operating vehicles on company business unless the vehicle is stationary or used with a hands-free device**.** Please reference the MIS End User Policies, found online**.**

ALLOWABLE EXPENSES AND REIMBURSEMENTS

The company will reimburse an employee for "reasonable" travel costs while away from home for company business. "Reasonable" is defined as an amount that normally would be spent in that specific situation. To be reimbursed, employees must submit an expense report through Concur within thirty (30) days of all purchases and transactions. Each expense must contain a business purpose for travel that explains the nature of the business benefit derived or expected to be derived because of the travel. Failure to provide adequate accounting of reimbursed expenses may result in the employee being required to reimburse the company.

Corporate Card Expenses

The credit card company(s) issuing the corporate cards gives the company an annual rebate based on annual spend. To ensure the company maximizes the rebate, employees are required to use their corporate card for all business-related expenses. If an employee's corporate card is not used, the expense report must provide an explanation as to why.

It is the employee's responsibility to ensure corporate card charges are expensed in a timely basis, **each month**, to avoid late payment penalties charged by the card provider. Late or delinquent fees associated with the corporate card will not be reimbursed.

Receipts

Receipts are required for expenses that are **$25.00 and greater**. Detailed receipts are required for the reimbursement of hotel, airfare, entertainment, and rental car expenses. Missing receipt forms and corporate card statements are not allowed for these expense types.

In case of a missing receipt, a missing receipt form and a copy of your corporate card statement reflecting this charge must be submitted. The form can be found online.

Air Travel Reimbursable Expenses

- The cost of in-flight entertainment, upgrades from coach, airline club memberships and travel insurance are not reimbursable.
- Reimbursable Ancillary Fees
    - Inflight Wi-Fi
    - Baggage
    - Seat Assignments – up to a maximum of $100 per trip
    - Southwest Early Bird Check-In Fees

Lodging Reimbursable Expenses

- Employees shall book single-occupancy accommodations.
- Luxury or resort hotels should be avoided unless there is no difference in cost.
- Suites and other higher-priced accommodations shall be used only when essential to conducting business at hand.
- Excessive room service and mini-bar charges are to be avoided whenever possible. Approval of these charges will be at the discretion of the Expense Management Team.

Ground Transportation Reimbursable Expenses

1.0 Company Vehicle

Gasoline and other maintenance expenses incurred while operating a company car should be paid for with a corporate card.

2.0 Taxi Fees (including shuttle, Uber, Lyft, etc.)

Taxi Fees (including shuttle, Uber, Lyft, etc.) are reimbursable. Employees are required to use a taxi if it is more cost-effective than using a rental car for ground transportation.

3.0 Personal vehicle

Personal vehicle use for company business is reimbursed when it is determined to be the most cost effective or practical method of transportation.

The reimbursement rate is equal to the IRS allowable rate in effect at the time of travel and includes the cost of insurance, maintenance, and fuel.

Commuting to and from the employee's regular job site by personal vehicle is not reimbursable; however, the company will reimburse the employee for additional miles, in excess of their normal commuting miles, as a result of business travel. For specifics, please review the examples for mileage reimbursement online.

A mileage calculator tool is provided in Concur to calculate the distance traveled when requesting reimbursement. All travel exceeding 250 miles (round trip) requires the use of the mileage calculator.

If an employee prefers to use his or her personal car on a trip where a plane or train is the typical means of transportation, the company will reimburse the employee for mileage at the allowable rate, but will not exceed the equivalent economy class plane fare.

For specifics, please review the examples found online.

4.0 Public transportation

Public transportation is encouraged where it is safe and easily accessible; costs are reimbursable.

5.0 Parking and toll fees

Parking and toll fees are reimbursable.

6.0 Traffic / parking violations

Traffic/parking violations are not reimbursable.

Travel Meals

The company will reimburse employees for meal expenses while on business travel. Restaurants featuring reasonable prices should be used. Dining options where atmosphere contributes to high prices should be considered only when necessary to carry out the business purpose.

Employees should use these established guidelines:

- Actual and reasonable costs of meals, including tips, when out-of-town on company business.
- Meals as part of a program that are officially sponsored by a business or professional association directly related to company business.
- Tips should be commensurate with services rendered and in line with local customs and should be included with the meal cost. Please note the tip amount on the receipt.
- Listed below are acceptable maximums based on the per person allowance of each meal. The costs of a meal will vary depending on the city or location and are subject to change at the discretion of the Expense Management Team.
    - Breakfast: $25
    - Lunch: $40
    - Dinner: $65

Please Note: Meals are not reimbursable when travel is in connection with an assignment or project that provides a per diem allowance.

Group Expenses

Group meals or entertainment expenses are the cost incurred by an employee for business meals, amusement or recreation for employees, customers and business associates as part of a specific business discussion. These expenses are reimbursable if they meet the “directly related to" tests below:

- Entertainment expenses cannot be **lavish or extravagant** and must be "directly related to" or "associated with" the company's business.
- The company must expect to derive income or some other specific business benefit other than goodwill at some future time.
- The employee/company must engage in the active conduct of the business during, or directly before or after the entertainment with the persons being entertained.
- The active conduct of business must be the principal aspect of the combined business/entertainment activity.

Business meals should be conducted in an atmosphere conducive to the business discussion, such as in a restaurant, hotel dining room or similar place and are required to be reasonable and appropriate in the context of the entertainment’s business purpose.

The expense report must include the following:

- Business purpose
- Itemized Receipt (regardless of the cost) showing:
    - Total Amount
    - Date
    - Venue
- List of attendees showing each guest’s name, job title, and his or her company.

Payment and reporting of group meals should always be made by the most senior participant and the entire expenditure should be charged to the departmental cost center of the individual reporting the expenditure.

1.0 FMI Employees (only) in attendance

Such meal charges should be classified, in Concur, as "Group Meals" as the expense type and must be documented with the specific business purpose, as well as a list of attendees.

2.0 Non-FMI Employees

If a group meal or entertainment expense includes any person who is not an FMI employee, the expense shall be classified, in Concur, as "Entertainment" as the expense type and must be documented with the specific business purpose as well as a list of attendees.

Communication Related Expenses

1.0 Telephone Expenses

Necessary business calls and messages are reimbursable. When using a company-issued mobile device, usage must comply with the MIS End User Policies.

Employees should use the company network for personal calls whenever possible. Personal calls of a reasonable number and duration are reimbursable, but direct dialing from non-company sites (such as hotel rooms) should be used only as a last resort.

Company network dialing options include:

- **Jabber** – Jabber is the easiest and preferred method for calls while traveling and can be installed on any company-managed device (computer and/or Apple or Android tablets and mobile phones.)
- **Forced Authorization Code (FAC) System** – At certain sites, this dialing system allows you to make calls on the company network. Submit a ticket to the MIS Help Desk requesting a FAC code prior to traveling.

Before international travel, employees should submit a Help Desk Ticket to activate international service on their mobile devices.

International usage guidelines:

- Wi-Fi access is preferred for data
- Jabber is preferred for voice

2.0 Internet Expenses

Reasonable Internet connection fees will be reimbursed.

Foreign Currency Expenses

Employees who travel internationally will be reimbursed for fees incurred to exchange U.S. dollars into local currency. Employees are encouraged to exchange U.S. dollars at the airport, a local bank or licensed broker and should avoid using hotels as they generally provide the most unfavorable rate. Additionally, the corporate card should be used whenever possible, as exchange rates used by credit card companies are usually more favorable.

Supply Related Expenses

1.0 Computer / Mobile Device Accessories

Accessories for IT equipment, such as cases and chargers for cellular phones, tablets and computers should be procured by submitting a Help Desk Ticket through the Employee Self Service Portal.

2.0 Office Supplies

Office supplies should not be purchased on a corporate card unless it is necessary. Contact your local site GSC representative for information on how to procure these items.

Additional Reimbursable Expenses

The company will reimburse employees for other expenditures as defined:

- Reasonable laundry and valet services incurred while traveling for longer than five (5) consecutive days or in valid emergencies.
    - Receipt required regardless of the cost.
- Hotel gym/sports facility use incurred while traveling:
    - Reimbursable up to $25.00 per day and a detailed receipt is required.
- Fees for passports, visas and immunizations for company related international travel.
- Required vaccinations as outlined in the FCX Medical Advisory for each country.
- Safety Boots and Glasses:
    - Employees at site operations are covered by policies specific to their site and should contact their local Health and Safety Representative
    - Corporate employees will be reimbursed up to $150. If the amount exceeds $150, the employee must obtain written authorization from their supervisor and shall attach a PDF copy of the approval to their expense report.

Please review the list of allowable and non-allowable expenditures found online for a more comprehensive list.

FOREIGN GOVERNMENT OFFICIALS

Anti-Corruption Policy

Employees must familiarize themselves with the company's Anti-Corruption Policy before any international travel. Company policy, and those of its affiliates in South America, limit the types, frequency and expenditures when entertaining foreign government officials.

Foreign government official means any person qualifying as a public official or a "foreign official" under the laws of the host country or the United States, including but not limited to:

a. A person holding an official position, such as an employee, officer, or director, with any Government, or agency, department or instrumentality thereof, including a state-owned-or-controlled enterprise;

b. Any individual "acting in an official capacity", such as a delegation of authority, from Government to carry out official responsibilities, including a specific project assignment; or

c. An official of a Public International Organization such as the United Nations, the World Bank, the International Monetary Fund or regional development banks, such as the Inter-American Development Bank.

While the entertainment of foreign government officials is not prohibited by company policy, additional controls and recordkeeping are required to ensure compliance with applicable laws in the host country and the United States. Therefore, before entertaining foreign government officials, employees are required to consult the designated local compliance officer or his/her designee.