



Guidelines covering travel and business-related expenses incurred by a MicroStrategy employee conducting official company business
Effective July 3, 2017

Expense type	Reimbursement eligibility
Airfare	Economy class (or Economy plus for international flights over 6 hours)
Baggage fees	Company will pay for 1 checked bag
Dry cleaning/laundry	Only after more than 5 consecutive days
Entertainment	must be directly related to active conduct of MicroStrategy business, reimbursement request must include date/place of entertainment, name/title/affiliation of guests, nature of business discussion
Internet - hotel and airline	Eligible for business within reason
Lodging	Rates of USD \$250 for US major cities (San Francisco, New York, Los Angeles, Washington, Chicago, Boston), USD \$200 for US secondary cities and USD \$300 for international cities
Meals	USD \$50 maximum per day or USD \$60 maximum per day for following cities (San Francisco, New York, Los Angeles, Washington, Chicago, Boston); this is a recommendation, not a per diem
Meals working extended hours	USD \$15 maximum per employee per meal when working more than 10 hours in a day
Mobile phones	Sales Account Executives and Sales Engineers can expense up to USD \$50 for monthly incurred business cell phone usage
Personal automobile	Employees may use personal automobiles for company business and be reimbursed at the current mileage reimbursement rate per country
Postage	Reasonable costs for mailing business materials
Rail/bus	Eligible if preferred
Registration fees	Eligible for seminars, conferences, conventions, classes and meetings
Rental car	Mid-size or intermediate car is the default; Enterprise/National are preferred companies
Taxi	Eligible to and from places of business, hotel, airport or railroad stations in connection with company business activities
Tips	Reasonable amounts for example up to 20% of restaurant bill
Travel visa	Eligible when visa stamp is required to start or extend a status in the US or when visa stamp is required to return to US to work after international business travel

	All Countries	Outside the US/CAN			
	Mileage rates	Daily Meals Allowance	Receipt Requirement	VAT Requirements	Taxi Services Overtime/Weekends
T&E Policy Ref.	Personal Automobile	Meals	Necessity of Receipts	Lodging - Hotels	Taxi Service
AMERICAS					
US *	USD 0.535 per mile	USD \$50 for all cities, and USD \$60 for San Francisco, New York, Los Angeles, Wash DC, Chicago and Boston	Expenses equal to USD \$25 and above	N/A	Allowed for business purposes only
Canada *	CAD 0.48 per kilometer	Equivalent of USD \$50	Expenses equal to the equivalent of USD \$25 and above	N/A	Allowed for business purposes only
Brazil	BRL 1.05 per km (value is revised on quarterly basis)	Lunch = same value as for local meal voucher / Dinner = 2 times the value as for local meal voucher	All expenses	N/A	Taxi allowed for extended hours after 10pm
Argentina	ARS 2.00 per KM	Allowed	All expenses	N/A	For Admin only for overtime work, and for sales and services visit
Mexico	MXP 0.93 per KM, and sales reps. can claim gas consumption by providing receipts	Allowed	All expenses	N/A	After 9pm for overtime purposes, and also for business justified trips
EMEA					
UK	0.45 GBP per Mile	no allowance, employees submit meal receipts up to the limit of 60 GBP per day abroad and in London; 40 GBP per day in UK (except London)	All expenses	N/A	Allowed for business purposes only
Switzerland	0.70 CHF per KM	Allowance in the amount of 80 CHF per day (15 CHF - breakfast, 30 CHF - lunch, 35 CHF - dinner). No receipts required	All expenses	3.8% for accommodation and breakfast/ Invoice should be issued under company name: MSTR Switzerland GmbH	Allowed for business purposes only
Austria	0.42 EUR per KM + 0.05 EUR per KM for each passenger	There is a rate for each country depending on number of hours of the travel. For non-domestic trips full amount can be submitted. Breakfast in hotel is not deducted.	All expenses	13% for accommodation, 10% for breakfast Invoice should be issued under company name: MSTR Austria GmbH	Allowed for business purposes only
Belgium	0.3363 EUR per KM	no allowance, employees submit meal receipts up to the limit of 40 EUR per day	All expenses	N/A	Allowed for business purposes only
Turkey	N/A	50 USD per day	All expenses	N/A	Allowed for business purposes only
Sweden	18.5 SEK per 10 KM	daily allowance- per diem spreadsheet should be used	All expenses	N/A	Allowed for business purposes only
Denmark	N/A	50 USD per day	All expenses	N/A	Allowed for business purposes only
Germany	0.30 EUR per km	daily allowance- per diem spreadsheet should be used	All expenses	7% for accommodation, 19% for breakfast and other services/ Invoice should be issued under company name: MSTR Deutschland GmbH	Allowed for business purposes only
Netherlands (Benelux)	0.19 EUR per KM	no allowance, employees submit meal receipts up to the limit of 40 EUR per day	All expenses	N/A	Allowed for business purposes only
Spain	EUR 0.19 per KM	Meals EUR 35 (domestic) and EUR 50 (foreign)	All expenses	N/A	Allowed for business purposes only
France	depends on the car and distance - most common 0.54 EUR/KM	no allowance, employees submit meal receipts up to the limit of 60 EUR per day abroad and 40 EUR in France	All expenses	N/A	Allowed for business purposes only
Italy	EUR 0.3 per KM	10 EUR - breakfast, 16 EUR - lunch, 35 EUR- dinner	All expenses	N/A	Allowed for business purposes only
Portugal	EUR 0.21 per KM	Meals EUR 35 (domestic) and EUR 50 (foreign)	All expenses	N/A	Allowed for business purposes only
South Africa	3.29 ZAR per KM	no allowance, employees submit meal receipts up to the limit of 50 USD per day	All expenses	N/A	Allowed for business purposes only
Dubai	N/A	no allowance, employees submit meal receipts up to the limit of 50 USD per day	All expenses	N/A	Allowed for business purposes only
Poland	PLN 0.8358 per KM	daily allowance- per diem spreadsheet should be used	All expenses	N/A	Allowed for business purposes only
APAC					
China	CNY 0.98 per KM, not encouraged	* Domestic: CNY 200/day. * Overseas: USD 80 for Singapore, Japan, Korea, Australia, Hong Kong. * USD 50 for Malaysia, Taiwan, India and all other countries in APAC. * Travel to HQ consecutively more than 3 weeks USD 50 per day as per diem * For GMP USD 55 per day. * Overtime meal CNY 60 per person.	All expenses	* Hotel: 1st tier cities: Beijing, Shanghai, Guangzhou, Shenzhen CNY1,200 * All other cities in China: CNY800	* Overtime taxi claim after 8pm on weekdays * Taxi claim on weekends if required by manager to work over weekends
Singapore	SGD 0.70 per KM	* USD 80 for Singapore, Japan, Korea, Australia and Hong Kong and all countries outside the APAC region. * USD 50 for Malaysia, Taiwan, India, China and all countries in APAC	Expenses equal to 15 SGD and above		* Overtime taxi claim after 8pm on weekdays * Taxi claim on weekends if required by manager to work over weekends * For entertainment & safety purposes, employees who have consumed alcohol may use rider services

	All Countries	Outside the US/CAN			
	Mileage rates	Daily Meals Allowance	Receipt Requirement	VAT Requirements	Taxi Services Overtime/Weekends
<i>T&E Policy Ref.</i>	<i>Personal Automobile</i>	<i>Meals</i>	<i>Necessity of Receipts</i>	<i>Lodging - Hotels</i>	<i>Taxi Service</i>
Australia	AUD 0.66 per KM regardless of vehicle capacity	<ul style="list-style-type: none"> * USD 80 for Singapore, Japan, Korea, Australia and Hong Kong and all countries outside the APAC region. * USD 50 for Malaysia, Taiwan, India, China and all countries in APAC 	All expenses	Client's portion of meal, tips, credit card fees, international expenses, office supplies are all Vat 0%. Rest is 10%.	<ul style="list-style-type: none"> * Overtime taxi claim after 8pm on weekdays * Taxi claim on weekends if required by manager to work over weekends * For entertainment & safety purposes, employees who have consumed alcohol may use rider services
Japan	Personal automobile in Japan is strictly prohibited	<ul style="list-style-type: none"> * USD 80 for Singapore, Korea, Australia and Hong Kong and all countries outside the APAC region. * USD 50 for Malaysia, Taiwan, India, China and all countries in APAC * JPY 6,000 for domestic business trips including consumption tax within Japan 	No receipts required for amount under JPY1,000 [except for taxi fare reimbursement which requires receipts regardless of the amount]	Lodging for domestic travel within Japan JPY15,000/night [The threshold at Jpy15,000 is inclusive of all service charge and taxes]	<ul style="list-style-type: none"> * Overtime taxi claim after 8pm on weekdays * Taxi claim on weekends if required by manager to work over weekends * For entertainment & safety purposes, employees who have consumed alcohol may use rider services
Korea	550 KRM/KM within Seoul, 380/KM outside of Seoul	<ul style="list-style-type: none"> * USD 80 for Singapore, Japan, Korea, Australia and Hong Kong and all countries outside the APAC region. * USD 50 for Malaysia, Taiwan, India, China and all countries in APAC 			<ul style="list-style-type: none"> * Overtime taxi claim after 8pm on weekdays * Taxi claim on weekends if required by manager to work over weekends * With the city (when cost lower than mileage+parking) up to 30,000 KRW
India	20 INR/km	<ul style="list-style-type: none"> * USD 80 for Singapore, Japan, Korea, Australia and Hong Kong and all countries outside the APAC region. * USD 50 for Malaysia, Taiwan, India, China and all countries in APAC 	No receipts required for amount under INR500		<ul style="list-style-type: none"> * Overtime taxi claim after 8pm on weekdays * Taxi claim on weekends if required by manager to work over weekends * For entertainment & safety purposes, employees who have consumed alcohol may use rider services

* For the US and CAN the limits are aligned with the current T&E policy and are listed here for reference only.

Non-reimbursable expenses

- Airline club memberships
- Airline insurance
- Barber, hair stylist, manicurist, masseur, shoe shines
- Boarding expenses for pets
- Business/first class upgrade fees
- Cellular phone accessories
- Clothing or other personal items (including personal hygiene)
- Credit card fees, late fees, application fees
- Express shipping charges
- Fines or tickets incurred in a rental car
- Home office expenses for communications and internet connections
- Laundry - traveling less than 5 consecutive days
- Personal items purchased because of damage/loss while traveling
- Personal reading material purchased while traveling
- Repairs, maintenance or insurance of personal automobile or property
- Theater or personal entertainment while traveling, including hotel movies
- Wireless cards