

Travel & Entertainment Expenses Policy North America

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1.0 PURPOSE AND APPLICABILITY

- 1.1 Purpose:** This document establishes procedures and guidelines for employees incurring business travel and entertainment expenses on behalf of Alteryx Inc. Travel policy objectives are to:
- Ensure that all employees have a clear and consistent understanding of policies and procedures for business travel and entertainment;
 - Provide business travelers with a reasonable level of service and comfort at the lowest possible cost; and
 - Maximize Alteryx’s ability to negotiate discounted rates with preferred suppliers and reduce expenses.
- 1.2** This standard applies to all North America employees within Alteryx.

2.0 TRAVEL ARRANGEMENTS

- 2.1** All air, lodging and car rental reservations, including en route changes, should be scheduled directly by Alteryx employees.
- 2.2 Reservation Procedure:** All business travel arrangements (e.g., airlines, hotel, car rental, etc.) shall be made through the appointed travel agency whenever possible. Associates should utilize the appointed travel agency’s online booking tool for domestic travel, where it is available.
- 2.3** Prior to making travel arrangements, employees should first consider if a telephone, Webex or video conference call could fulfill the objectives of an off-site meetings prior to making travel arrangements.
- 2.4 Trip Authorization:** Employees shall obtain approval from their management team before making reservation for a business trip. Domestic trips must be approved by directors and above. International trips must be approved by the CEO or CEO’s direct reports.
- 2.5 Group and Meeting Travel:** Alteryx may occasionally sponsor group meetings or special events that entail special travel arrangements and expense guidelines. When this occurs, an Alteryx individual will be designated to coordinate and disseminate travel guidelines and arrangements. Travelers are to comply with the guidelines for these occasions.
- 2.6 Spouse / Companion:** Employees who plan on taking a spouse or other companion along on a business trip must obtain verbal approval from their direct line manager prior to making reservations. Alteryx will not reimburse T&E expenses incurred by a spouse or other individual accompanying an employee on business travel unless there is a legitimate business purpose that is approved in writing by the CFO prior to travel.
- 2.7 Personal / Vacation Travel:** Personal / Vacation travel may be combined with business travel provided there is no additional cost to Alteryx and does not interfere with business objectives. In this situation, employees should get written approval from their direct manager prior to

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making reservations. Companion air travel during a business trip should be charged to a personal credit card. No other personal costs should be charged directly to Alteryx.

3.0 AIR TRAVEL

- 3.1 Advanced Booking:** The booking of air travel reservations should be completed at least fourteen (14) calendar days prior to intended departure, where possible, to ensure the best possible fare. Planning and booking your travel early can provide savings.
- 3.2 Class of Service:**
- The standard class for domestic air travel is Coach. Travelers are expected to use the lowest practical airfare available.
 - The standard class for International air travel is Coach for in-flight time less than 8 hours, unless approved by the CFO.
 - For international air travel with in-flight time of 8 hours or more, associates may book Coach / Economy Plus class.
 - VPs and above can choose Business Class for flights with in-flight time of 8 hours or more. Business Class trips are limited to 4 times per calendar year for SVPs and above, and 2 times per calendar year for VPs. CFO approval is required for flights over the limit.
- 3.3 Lowest Available Airfare:** All Coach class, Coach / Economy Plus class airline tickets must be booked within \$150, (Business Class within \$500) of the lowest available airfare, as determined by the online booking tool results, based on the following parameters:
- Routing requires no more than one additional interim stop each way;
 - Routing does not increase the one-way total elapsed trip time by more than two (2) hours;
 - Arrival time will ensure accomplishment of specific trip objectives;
 - Associates should purchase non-refundable tickets whenever possible, as most airlines allow travelers to make flight changes for a fee.
- 3.4 Upgrades for Airline Class of Service:** Air travel class upgrades outside section 3.2, including upgraded seats with extra leg room, economy plus seats, Early Bird check-in fees, at the expense of Alteryx are not permitted. Upgrades are allowed at the traveler's personal expense, including use of personal frequent flyer benefits.
- 3.5 Frequent Flier Programs:** Traveling employees may retain frequent flier program benefits. However, participation in these programs may not result in any incremental cost to Alteryx beyond the lowest available airfare, as defined above.
- 3.6 Baggage Fees:** Employees are expected to take baggage fee into consideration when calculating total airfare and making flight choices. Airline baggage fees for reasonable amount of luggage are reimbursable. Employees should use good judgment when checking luggage based on the duration of the trip and needs. Alteryx allows two (2) pieces of checked baggage

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for each employee per trip. Alteryx will only reimburse employees when the airline charges for luggage fees, as many airlines offer two (2) checked pieces of baggage free of charge.

- 3.7 **Cancellations and Flight Change Fees:** Employees are expected to spend company money as if it was their own. This includes canceling airline reservations in advance to avoid extra charges/fees. Employees should also be diligent to use credit on unused airfare. Flight changes fees should be kept to a minimum. Change costs totaling over \$300.00 are discouraged and may be subject to additional levels of approval.
- 3.8 **Wi-Fi on the plane:** Alteryx does not reimburse for Wi-Fi expense for flights less than 2 hours of duration unless a justification is provided by the associate. Any monthly subscription of the inflight Wi-Fi service must be approved by the department VP or higher.
- 3.9 **Risk Management:** Generally, no more than 8 associates and no more than 4 VP level and above executives are permitted to fly on the same aircraft. Annual Inspire conference is excluded from this requirement.

4.0 LODGING:

- 4.1 **Room Type:** A single room with a private bath in a moderately-priced business class hotel or motel is the corporate standard.
- 4.2 **Preferred Hotels:** Alteryx has negotiated corporate rates at hotels for employees traveling to Irvine, CA, Broomfield, CO, and San Mateo, CA. Employees are expected to stay at these hotels for the duration of your stay. In the unlikely case a preferred hotel is unavailable, VP approval must be obtained for not staying with the preferred hotel.
- 4.3 **Non-Preferred Hotel Selection:** Employees should choose a good quality, moderately-priced hotel and may expect to include the following amenities: on-site/nearby dining, shuttle services, air-conditioning, and business centers. When choosing a hotel, employees should use good judgment and choose a hotel with the best value per local cost of living standard. VP or above approval is required for booking hotels with rates above \$200 before tax with the exceptions of the following high-cost cities: Boston, London, New York, San Francisco, San Jose and Tokyo. The VP approval threshold for these high-cost cities is \$300 before tax. Airbnb or similar vacation rental site reservations are prohibited for all business travels.
- 4.4 **Internet Access:** If high-speed internet connection is not included within the above guidelines, Alteryx authorizes a reasonable additional cost above daily rates to obtain the service.
- 4.5 **Cancellation:** All rooms will be guaranteed for late arrival. Employees must cancel the room reservation according to the cancellation policy of the hotel to avoid a no-show charge. If cancellation is made directly with the hotel, employees should request and retain a cancellation number as documentation of the transaction. Employees are responsible for any incurred no-show charge(s).

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- 4.6 Non-reimbursable Expenses:** The following types of hotel-related expenses are not reimbursable;
- TV/DVD movie rentals in rooms;
 - Sundry travel items;
 - Hotel gym fees;
 - Massage services;
 - Spa facility fees; and/or
 - Laundry/dry cleaning expenses for trip less than 5 days in duration.
- 4.7 Payment and Documentation:** Lodging expenses are to be billed to employee-held corporate credit cards or employee personal credit cards. The itemized hotel bill is required when submitting lodging expenses.
- 4.8 Events / Trade Shows:** When booking hotels for events, ask the Trade Show Coordinator or Marketing Travel Coordinator to determine if any special hotel arrangements have already been made. Typically rooms will be booked in a hotel at or near the convention site. All event / trade show related travels should follow guidelines described in this Policy.
- 4.9 Best Available Rate:** Employees are responsible for asking for the best available rate at check-in. If a better rate is available than the booked rate, employees are expected to negotiate and obtain the rate.
- 4.10 Hotel Frequent Guest Programs:** Many hotels or hotel chains have frequent guest programs that reward travelers with free accommodations in exchange for a given number of paid room nights. Awards from such programs may be retained by travelers for personal use. However participation in these programs must not influence hotel selection in a manner which would result in incremental cost beyond Alteryx' specially negotiated rate or preferred rate. Any membership fees associated with these programs are not reimbursable.

5.0 CAR RENTALS

- 5.1 General:** Employees should rent cars only when other means of transportation are unavailable, more costly, or impractical. The use of a rented car must be justified as a business need, not as a matter of personal convenience.
- 5.2 Preferred Supplier:** Alteryx has negotiated preferred corporate rates with a preferred car rental company. Associates are required to utilize the preferred car rental supplier whenever possible.
- 5.3 Rental Car Categories:** All rentals should be for intermediate size cars or smaller unless:
- When cars in an authorized category are not available;
 - When the traveler can be upgraded at no extra cost;
 - When transporting excess baggage such as booth or demo equipment;
 - For pre-approved medical reasons; and/or
 - When three or more people are traveling together.

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5.4 Car Rental Insurance:

- All Alteryx employees renting vehicles while engaged in business travel in the United States are covered under Alteryx’s Auto Policy. Alteryx’s Auto Policy provides comprehensive, collision, and auto liability coverage;
- Employees may accept additional car rental insurance covered by personal credit cards, provided there is no additional cost to Alteryx;
- In the event of an accident, the cost of collision damage (up to the deductible limit) will be charged to the appropriate departmental overhead account as part of the rental cost;
- Personal Accident Insurance (PAI) and Personal Effects Protection (PEP) coverage must always be declined; coverage will be at the employee’s expense;
- Personal Injury Protection (PIP) and Collision Damage Waiver (CDW) coverage offered by car rental companies outside of the United States must be accepted.

5.5 GPS: Employees are expected to use cell phone GPS App when travelling. GPS rental requires the approval of the department VP.

5.6 Refueling: Always return the car to the rental agency with the fuel tank full because rental companies normally add a large service charge if the automobile is not refueled. Do not accept the pre- paid refueling option, as there is usually an inflated fee for this.

5.7 Rental Car Cancellation Procedure: Travelers are responsible for canceling car reservations. The traveler should request and record the cancellation number in case of billing disputes.

5.8 Emergency Roadside Assistance: If a traveler experiences a roadside emergency while traveling in a rental car, he/she should contact the rental car company directly.

6.0 OTHER TRANSPORTATION

6.1 Personal Car: Employees may utilize personal cars for business travel when other transportation is unavailable or uneconomical. The use of personal cars for business will be reimbursed at the standard rate prescribed by the IRS (check with Accounts Payable for current rate). This mileage allowance covers all auto costs (e.g. gasoline, repairs, insurance, etc.) other than parking and tolls.

6.2 Taxi and Other Local Transportation: The cost of taxis to and from places of business, hotels or airports in connection with business activities is reimbursable. Use of taxis is authorized only when more economical services (hotel vans, shuttles, etc.) are not available. Receipts are required for all transportation expenses of \$15 or greater. Uber, Lyft and other similar transportation services are permitted options, and may include surcharges and fees. Surcharges and fees may be reimbursable if the total cost is comparable to other ground transportation options, and must be clearly documented to substantiate reimbursement.

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- 6.3 **Ground Transportation to and from Airport Terminals:** Employees traveling to the same location should share ground transportation to and from the airport whenever possible. The most economical mode of transportation should be used to and from airports, bus and rail terminals. Travelers should consider public transportation, hotel and airport shuttle services, and personal car.
- 6.4 **Parking at the Airport:** Employees should use the long-term parking facility whenever possible. When traveling for an extended period of time, it may be both more convenient and more cost effective to use an airport taxi service.

7.0 TELEPHONE USAGE

- 7.1 **General:** Alteryx will reimburse reasonable and necessary business telephone calls. The cost of telephone calls can be very expensive, especially from remote locations. As noted in the following guidelines, high cost calls should be avoided. When submitting reimbursement requests on expense reports, employees must provide a brief explanation and an original, complete copy of the invoice must be attached. For employees with monthly cell phone allowance, it is expected that the allowance should cover reasonable and necessary business telephone calls. These employees should avoid using hotel or other local phones. In the unlikely case the allowance is not enough to cover these business calls, employees must present the monthly cell phone bill to get department VP approval for reimbursement exceeding the allowance.
- 7.2 **Business Phone Calls:** Employees, whether on travel or not, will be reimbursed when using their personal telephone calling cards or home phone for business calls. Employees with monthly cell phone allowance are expected to use their cell phone to avoid additional cost. Callers should utilize toll-free numbers whenever available. A copy of the detailed portion of the employee's telephone bill must be attached to the T&E expense report and business calls should be noted and briefly explained on the attachment.
- 7.3 **Personal Phone Calls While Traveling:** A "safe arrival" call is allowed when an employee is travelling. For extended travel, occasional calls to home are reimbursable, provided they are not excessive. Travelers will not be reimbursed for any personal telephone calls made from air phones or rail phones. Personal calls, other than safe arrival, should be identified as such as hotel bills and should not be included on T&E expense reports.

8.0 MEALS AND ENTERTAINMENT

- 8.1 **Meals Expenses While Traveling** are those incurred by employees when dining alone or with travelling coworkers on an out-of-town business trip. Reimbursement will be allowed for actual expense of meals within reasonable limits. Travelers will be reimbursed for reasonable personal meal expenses, including taxes and tips, subject to submission of appropriate receipts on a T&E expense report. Reasonable amount per associate for breakfast is no more than \$ 20, lunch no more than \$25, and dinner no more than \$60. VP or above approval is required for meal expenses in excess of the above limits, up to \$30 for

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breakfast, \$35 for lunch, and \$75 for dinner. Any amount more than \$30 for breakfast, \$35 for lunch, and \$75 for dinner will not be reimbursed.

- 8.2 **Business Meals** are those meals taken with clients, prospects or employees during which a business discussion takes place. When submitting business meal expenses, associates must include the business purpose and provide an original itemized receipt. For meals expected to exceed \$250 in total, pre-approval from a VP or higher is required and must be included with the expense report to be reimbursable. It is important to evaluate the business reason for the expense and weigh its cost and benefit to Alteryx. The highest-ranking Alteryx employee at the meal is expected to pay for it.
- 8.3 **Entertainment Expenses** include events such as night clubs, theater and sporting events, when a business discussion takes place immediately before, during or immediately after the event. Entertainment expenses expected to exceed \$250 in total, must be pre-approved by a VP or higher. For approval, submissions must include a detailed description of the event and the purpose of the event. Failure to provide this documentation may result in a rejection of the charges. There must be a valid business purpose for any business entertaining. This will be determined solely at the discretion of Accounting and/or CFO. If a charge is deemed to be invalid, the employee will not be reimbursed for the expense incurred.
- 8.4 **Employee Activities:** Alteryx paid employee lunches are not permitted unless approved by the Functional/Department VP. Decorations and food to acknowledge birthdays, marriages, and births are not reimbursable unless approved by Functional/Department VP.
- 8.5 **Alcoholic Beverages:** The Alteryx Employee Handbook states that Alteryx is a drug and alcohol-free workplace. In the event an employee chooses to consume alcoholic beverages in connection with a business function, Alteryx expects that employees will act responsibly and avoid excess. If an employee has any concerns that he/she is not capable of safely driving after such events, Alteryx will reimburse the cost of alternative transportation to ensure that the employee does not place themselves or others in danger. An employee who is arrested and convicted for Driving Under the Influence while in the performance of company business or returning from a business function, is subject to disciplinary action up to and including termination. Alcoholic beverages consumed as part of a meal should be limited to no more than two (2).
- 8.6 **Payment and Documentation:** All meal and entertainment expenses of \$15 or greater must be supported by a receipt attached to the expense report. Tear tab receipts, where the employee writes in the amount of the expense, will not be accepted as documentation for meal and entertainment expenses for any amounts in excess of \$15. Lesser amounts not requiring a receipt must be actual costs incurred. Flat amounts or estimates appearing on expense reports are not reimbursable.

9.0 EXPENSE REPORTING

- 9.1 **General:** All out of pocket cash expense reimbursements must be submitted within 30 calendar days after the trip in which they were incurred. Please use Concur Expense Tool

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to enter and submit expense reports. Expense reports that are not timely submitted may be denied in accordance with applicable law.

9.2 Expense Reports must be filled out completely and require approval by the employee's manager. For expense reports over \$3,000, a second level approval by the CFO is required.

9.3 Method of Payment: Employees can choose to use their personal credit cards to pay for T&E expenses, including lodging, car rental, transportation, and meals/entertainment expenses. For employees needing corporate assistance to pay for travel expenses, please contact Accounts Payable Manager to initiate the process.

10.0 COMPLIANCE

10.1 Internal Revenue Service (IRS) Requirements: IRS requires companies to provide documentation to substantiate business expenses. Travelers must comply with all documentation requirements. Employees who do not comply with these requirements may be subject to delay or denial of reimbursement and/or disciplinary action. According to the IRS regulations, unsubstantiated expenses may be included in the employee's gross income and subject to payroll withholdings. The following information must be included on employee expense reports as support for all business meal and entertainment expenses:

- Name, title and company of all attendees.
- Name and location of the establishment where the event took place.
- Amount and date of expense.
- Specific business purpose.
- In the case of entertainment expense, the specific time the business discussion took place (i.e., before, during or after the event).
- Other required fields as indicated in the expense tool.

10.2 Expense reports that are incorrect, incomplete or include disorganized receipts will be returned to the associate for completion. This may result in delayed reimbursement or non-reimbursement of specific items in accordance with applicable law. In addition, problematic expense reports may require CFO approval prior to reimbursement. Alteryx assumes no obligation to reimburse employees for expenses that are not in compliance with this policy. Abuse of this expense policy including noncompliance, falsifying expense reports to reflect costs not incurred, or falsifying business purposes or expense types, could result in corrective action up to and including termination of employment.

11.0 OTHER REIMBURSABLE EXPENSES

The following incidental expenses, when directly related to business travel, are reimbursable:

- Tips: 17% at restaurants; \$1 per bag portage
- Parking
- Currency Conversion Fee

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- Train or Bus Fares
- Road Tolls

12.0 NON-REIMBURSABLE EXPENSES

Examples of non-reimbursable expenses include, but are not limited to:

- Expenses without proper documentation
- Babysitter fees
- Personal gifts
- Charitable contributions
- Normal commuting expenses
- Club membership fees
- Personal credit card annual fees, late fees
- Corporate card late fees
- Gift cards
- Airlines – Upgrades outside section 3.2
- Airlines - Early bird fees
- Magazines and newspapers
- Personal grooming (haircuts, nail salons, shoe shines)
- Personal articles (toiletries, headphones, etc.)
- Traffic and parking fines
- Luggage and briefcases
- Additional travel insurance
- Gasoline, except for instances noted in Policy
- Stolen, lost, or forgotten personal items while on company business
- Hotel movies, games and other discretionary charges (except as outlined in Reimbursable Expenses)
- Medical expenses (other than emergency care)
- Mini bar charges
- Travel clubs or lounges
- Business or First Class airline travel (except as noted in Policy)
- Rental car categories higher than Policy guidelines
- Limousine travel
- “No Show” charges for hotel or car rentals
- Travel, lodging, food and beverage expenses incurred outside Policy guidelines
- Purchases of theater or sporting event tickets and other items or entertainment except as noted in Policy
- Health Club facilities, saunas, massages, spas
- Personal trip insurance policies
- Household expenses while away from home
- Kennel fees
- Dry cleaning, laundry or valet cleaning services (except reasonable expenses for business travel over five (5) days)

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Any exception to the above listed will need to be pre-approved by Alteryx CFO. Employees are expected to charge all non-reimbursable expenses to their personal credit cards, and not submit for reimbursement.

Should any of these items be charged to a corporate credit card or hotel folio, employees are to reimburse Alteryx by check when they submit the expense report. Employees need to identify the items that are personal and not reimbursable and submit a check for the total amount.

13.0 TRAVEL IN ALL OTHER COUNTRIES OUTSIDE THE USA

- 13.1 General:** International travel can be exciting, but also daunting. Learning about the local culture and traditions, knowing a few key words in the native tongue and studying a local map are ways that you can prepare for your international travel. Employees should conduct themselves in a respectful and proper manner according to local customs wherever they conduct business. Employees also must remember that they are representatives of Alteryx and remain bound by US laws and customs, including the Alteryx Employee Handbook.
- 13.2 Passports:** Employees traveling internationally are required to maintain valid passports. Expenses incurred for the obtainment of passports are reimbursable.
- 13.3 Visa:** In certain instances, employees traveling internationally may be required to obtain entry authorization or a visa. Whenever possible, contact your Human Resources manager at least thirty (30) days prior to travel for assistance in obtaining the proper documentation. Expenses incurred for the obtainment of visas are reimbursable.
- 13.4 Use of Mobile Phones:** Reasonable overage charges for roaming and international calls and data are reimbursable. The employee should contact their mobile phone service provider before departure in order to make arrangements for a temporary international plan with reduced roaming and data charges while traveling. Employees are expected to default to Skype, FaceTime, or other free alternative apps in a WiFi environment for international callings, and to avoid using cell phone roaming calls to control cost.
- 13.5 Foreign Currency and Exchange:** If expenses are incurred in a foreign currency, the employee should document the effective rate utilized to convert expenses to the functional currency. The actual rate applied by the credit card utilized should be used where possible.
- 13.6 Immunizations Required for Travel:** Some countries to which an employee may travel internationally may require or recommend immunizations. If the employee is immunized, Alteryx will reimburse the employee for the amount of the co-pay expense, caused by Alteryx travel requirements.

14.0 APPROVAL

Policy statements reviewed and approved by:

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Kevin Rubin: Chief Financial Officer
Chad Bennett: Vice President, Human Resources

REVISION HISTORY

Date	Changes / Comments	Author/Changed By
May 27, 2016	First revision communicated to associates by CFO	Elaine Gu, Kevin Rubin
October 7, 2016	Added section 2.2 Reservation Procedure to prepare for Concur launch	Elaine Gu
October 7, 2016	Updated use Concur Expense instead of NetSuite for Expense tool in section 9.1, to prepare for Concur pilot launch	Elaine Gu
October 7, 2016	Added second level CFO approval for expense reports over \$3K in section 9.2	Elaine Gu
October 7, 2016	Added preferred rental car company in section 5.2	Elaine Gu
October 7, 2016	Updated 9.3 to contact AP manager, instead of a specific name	Elaine Gu
October 7, 2016	Modify 10.1 requirement to be consistent with Concur fields	Elaine Gu
October 10, 2016	Second revision 2.0 communicate to Concur pilot associates. Changes are outlined above to reflect Concur pilot launch	Elaine Gu
November 3, 2016	General counsel inputs incorporated, including 3.8 Risk Management section update	Chris Lal / Elaine Gu
November 8, 2016	Policy revision 2.1 communicate to all associates for NA Concur launch	Elaine Gu
February 1, 2017	Updated section 8.2 Business Meals. Policy revision update to 2.2	Elaine Gu, Kevin Rubin
May 8, 2017	Updated section 3.3 to add non-refundable ticket booking. Policy revision update to 2.3	Elaine Gu, Kevin Rubin
July 11, 2017	Updated breakfast and lunch allowable expenses in 8.1. Policy revision updated to 2.4	Elaine Gu, Kevin Rubin
Aug 17, 2017	Updated sections 3.3, 3.4, 3.8, 4.3, 8.1, 8.2, 8.3, 8.4 to prepare for Concur Audit launch	Elaine Gu, Kevin Rubin
December 21, 2017	Updated sections 3.2, 3.3, 3.4, 4.3, 8.1, 8.2, 8.3, 8.4 to reflect airfare class update, high-cost cities hotel limit update, and meal approval changes. Updated section 3.9, 11.0, 12.0. Policy revision updated to 3.0	Elaine Gu, Kevin Rubin