

**CORPORATE TRAVEL AND EXPENSE REPORTING POLICY ACKNOWLEDGEMENT
FORM**

By signing this form, I acknowledge that I have received a copy of Pfenex' Corporate Travel and Expense Reporting Policy. I understand that it contains important information about the Company's travel policies, that I am expected to familiarize myself with its contents, and that the policies included in the Corporate Travel and Expense Reporting Policy apply to me.

By signing this form, I acknowledge that I have read and understand the contents.

Employee's Signature

Date

Print Name

NOVEMBER 6, 2017



CORPORATE TRAVEL AND EXPENSE
REPORTING POLICY

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INTRODUCTION

This Company travel and expenditures policy applies to all employees, contractors, consultants, and interview candidates. The Company's goal in creating this policy is to ensure that all travelers on official Company business are provided with an acceptable level of comfort and ease while traveling. At the same time, the policy must ensure that all travel and other reimbursable expenditures are consistent with the Company's business objectives and comply with IRS regulations and mandated documentation.

In addition, the policies and procedures that follow are intended to expedite travel arrangements, assist with prompt reimbursement payments, and serve as a reasonable guide for legitimate travel, entertainment, and other expenditures. All business-related expenses will be reimbursed based on the policies noted in the sections that follow and in the "Expense Reporting" section.

RESPONSIBILITY

Each employee and manager of the company carries responsibility as outlined below.

Responsibility:

1. Employee's Responsibility –
 - a. Employees should understand the travel policy and ensure reimbursement requests fall within the guidelines.
 - b. Before traveling, employees should determine if travel is necessary or if alternatives exist.
 - c. Employees on business travel should incur only expenses associated with the business need, and use reasonable judgment in determining appropriate expenditures.
 - d. Expense reports detailing qualified business expenses should be submitted within 15 business days of the conclusion of travel to receive reimbursement.
2. Manager's Responsibility –
 - a. Managers should understand the travel policy and ensure compliance within their department.
 - b. Before authorizing travel, managers should determine if travel is necessary or if alternatives exist.
 - c. And, before approving a travel-related expense report, managers should determine if expenses meet the travel policy guidelines.

TRAVEL BOOKING PROCESS

Making Travel Reservations

The company has enlisted GlobalPoint Travel Solutions to provide all business-related travel reservations and services. Unless obtaining prior approval, Company travelers may not book their travel arrangements with any airline, hotel, car rental agency, another travel agency, or another internet service.

GlobalPoint Travel Solutions provides an online booking tool, Concur, for domestic travel and should always be utilized. For personal Agent assistance, travelers may contact one of the dedicated GlobalPoint Agents only if necessary, as additional fees will apply to the trip purchase.

For international travel, please contact a GlobalPoint Travel Solutions agent first before booking through Concur.

For GlobalPoint Travel Solution contact information, please refer to Exhibit A – GlobalPoint Travel Solutions Contact Information.

If you are unable to use Concur, and you make your own travel reservations, please make sure you are using the lowest cost travel options.

Travel Profile

All travelers are required to populate a personal Traveler Profile utilizing the Concur online booking tool. The Traveler Profile will assist in travel arrangements that consider reasonable travel preferences and pertinent details when your travel itineraries are executed.

The traveler is responsible for updating their Traveler Profile on the Concur online booking tool. This includes air travel preferences, hotel preferences, personal credit card numbers, in case of emergency contact, car rental preferences, frequent-traveler programs, advantage programs, etc.

AIR TRAVEL

Airline Reservations

To achieve the lowest available fares, travelers should book at least 14 days in advance, preferably 21 days in advance. All travel arrangements made less than 14 days in advance must have prior approval from their supervisor.

- Travel booked 3 weeks in advance needs prior approval from functional LT Lead.
- Travel booked less than 3 weeks in advance needs approval of LT and the CEO.
- Any flights over \$5k need CEO approval.

GlobalPoint Travel has been asked to book airline flights using the following parameters:

- Book the **lowest non-refundable fare** that meets the pertinent business requirements. Our benchmark is 20% over the lowest fare. Anything over this amount will require approval of the Pfenex Travel Manager.
- Utilize **direct or flights with up to one connection** if the layover is under two hours and saves at least \$150.
- **Alternate airports** may be considered within 45 miles of the intended destination if savings are over \$150.
- Book with **departure/arrival times** that are no more than three hours before or after the requested time.

Air Travel Cancellations

Canceling and rescheduling flights should be avoided as best as possible to reduce costly penalties. However, if it is unavoidable, please be sure to contact the Pfenex Travel Manager during regular business hours and/or one of the GlobalPoint Agents. For after hour support and assistance, see **Exhibit A – GlobalPoint Travel Solutions Contact Information**.

Unused/Voided Tickets

If you have an unused, non-refundable ticket from a previously cancelled trip, GlobalPoint Travel will retain this ticket to be used for future travel. You will see a list of your unused tickets on your Profile Page. The ticket cancelled must be used within one year of purchase by expiry date for purchase of a new ticket. Please use these tickets at your earliest opportunity, as these unused tickets are not transferrable to another traveler, and there is an exchange fee associated (except for Southwest Airlines). If you cancel a trip with GlobalPoint Travel no more than one day after initial purchase, GlobalPoint will typically void the ticket.

Contact a GlobalPoint Travel agent to apply your unused ticket to a new ticket. It will not be applied automatically when creating a new ticket using Concur.

Denied-Boarding Compensation

Airlines occasionally offer free tickets or cash allowances to compensate travelers for delays and inconveniences due to overbooking, flight cancellations, change of equipment, etc. Travelers may volunteer to forfeit their seats and keep the compensation only if:

- The delay in their trip will not result in interruption or be detrimental to business objectives.
- The Company will not incur additional cost for hotel, meals, cars, etc. Any resulting increase in expense must be paid by the employee.

Frequent Flyer Programs

Travelers have the option to retain frequent flyer program benefits. Participation in these programs may not influence flight selections that result in additional cost to Pfenex Inc. beyond the lowest available fare. Frequent Flyer Program fees (if any) will not be reimbursed by Pfenex Inc.

Your GlobalPoint Travel profile does accommodate adding frequent flyer accounts into your profile to earn benefits when it is appropriate to utilize the frequent flyer airline. Please contact the Pfenex Account Manager or any one of the dedicated agents with GlobalPoint Travel for details.

In addition, Company travelers may choose to utilize personal frequent flyer miles to upgrade to business or first-class if used concurrently with the most economical fare. Pfenex Inc. will not reimburse for any related incremental costs.

Companion Travel

A traveler taking a companion on Company business may do so at his or her own expense, provided it does not interfere with the business objectives of the trip. Reimbursement will only be made for the traveler's normal acceptable business expenditures. Any incremental costs incurred such as hotel room rates, meals, etc., must be paid by the traveler.

Personal Travel & Business Travel

Travelers wishing to add personal travel time to a scheduled business trip are authorized to do so, as long as they pay all personal expenses incurred. This includes any additional airline charges, hotel, meals, rental car expenses, etc.

Overnight Delays

If an airline delay should require an overnight stay, the traveler first should attempt to have the airline provide complimentary lodging. If it is not possible to secure complimentary lodging, the traveler should contact one of the dedicated GlobalPoint agents for assistance.

Unacceptable Modes of Air Travel

Air transportation is restricted to regularly scheduled and certified airlines. The following are not acceptable for business travel:

- Charter Aircraft
- Private Aircraft
- Unscheduled and Non-Certified Airlines

AIRLINE CLASS OF SERVICE AND UPGRADES

For reasonable accommodation requests, such as an upgraded seat for extra-legroom, please see Human Resources for approval. All other upgrades may be purchased at the **cost to the employee** if desired.

International Class of Service & Upgrades

Travelers are required to fly coach class internationally. The cost of travel **will not** be reimbursed if a traveler chooses to upgrade outside the stated guidelines or without prior approval.

INTERNATIONAL TRAVEL

Foreign Currency

Service fees associated with obtaining foreign currency will be reimbursed on the traveler's expense report with proper documentation. Foreign currency exchange rates on the day the expense was incurred must be recorded as follows:

- All credit card transactions must be at the credit card transaction rate.
- All other expenditures should use the currency rate on the day of the transaction. These rates may be obtained from the Oanda Foreign Exchange website:

<https://www.oanda.com/currency/converter/>

TRAVEL VISA / PASSPORTS

Pfenex will reimburse for all visa costs related to company travel. The company will not reimburse for passport applications or renewals unless the employee can demonstrate the passport is for company travel only.

For visa/passport support, refer to the following link: <http://www.worldpassportsandvisas.com/>

HOTEL / LODGING ACCOMMODATIONS

Reservations

Travelers are approved for hotels of at least 3-star category. Expenses related to hotel stays at luxury hotels, without a legitimate business need, will not be reimbursed. Please use your best judgment when selecting hotels.

For hotels in San Diego, the following hotels are approved for use with visiting consultants, vendors, customers, interview candidates, etc. These hotels are nice, reasonably priced, and near the office. If other options are needed, one of our dedicated GlobalPoint agents will be able to assist.

Approved Hotels for San Diego Visitors

- **Hilton Garden Inn – San Diego Del Mar**
3939 Ocean Bluff Avenue
San Diego, CA 92130
(858) 720-9500
<http://hiltongardeninn3.hilton.com/en/hotels/california/hilton-garden-inn-san-diego-del-mar-SANMDGI/index.html>
(12% off lowest rate as of Aug. 2017 - subject to change)
- **Courtyard Marriott – Sorrento Mesa**
9650 Scranton Road
San Diego, CA 92121
(858) 558-9600
<http://homewoodsuites3.hilton.com/en/hotels/california/homewood-suites-by-hilton-san-diego-del-mar-SANDEHW/index.html>
- **Residence Inn – Sorrento Mesa**
5995 Pacific Mesa Court
San Diego, CA 92121
(858) 552-9100
<http://www.marriott.com/hotels/travel/sanaa-residence-inn-san-diego-sorrento-mesa-sorrento-valley/>
(12% off lowest rate as of Aug. 2017-subject to change)
Complimentary shuttle service
- **Hyatt House San Diego – Sorrento Mesa**
10044 Pacific Mesa Blvd.
San Diego, CA 92121
(858) 597-0500
<http://sorrentomesa.house.hyatt.com/en/hotel/home.html>
(\$169 – Standard Rm. / \$189 – Suite – Negotiated as of Aug. 2017 – subject to change)
Complimentary shuttle service
- **Hyatt Regency La Jolla at Aventine**
3777 La Jolla Village Dr.
San Diego, CA 92122
(858) 552-1234
<http://lajolla.hyatt.com/en/hotel/home.html>

Upgrades / Frequent Guest Programs

Travelers may accept hotel offered room upgrades to suites or executive floor rooms if the upgrade incurs no additional charges to Pfenex Inc. Travelers who upgrade rooms without prior authorization will be responsible for the related incremental costs.

All membership fees associated with joining these programs are not reimbursable.

Cancellations / Late Arrivals

Travelers are responsible for canceling hotel reservations and must do so through GlobalPoint Travel Solutions or by notifying your travel arranger if you are unable to contact GlobalPoint Travel. It is strongly suggested the traveler contact the hotel ahead of time if they will be arriving after 9:00PM to safeguard the property cancelling your reservation.

Hotel Documentation

All lodging costs must be fully documented. Please be sure to obtain an **itemized hotel bill** and submit per the Expense Reimbursement Procedures (outlined later in this policy).

Lodging in Private Residence

Lodging expenses are not authorized when staying in private accommodations on business trips.

GROUND TRANSPORTATION

Airport Parking

For business trips lasting only a couple of days, it is likely most economical to drive a personal car and park near the airport. For trips lasting over three days, long-term parking at off-airport parking lots is preferred, and employees will be reimbursed.

Reservations can be made at off-airport parking lots, and it is recommended employees make reservations on heavy travel weekends. Below are a few locations for off-airport parking lots at the San Diego Airport.



Online reservations and information at: www.pnf.com

Locations:

*3550 Kettner Blvd – Lot #1

*3275 Pacific Highway – Lot #5

(619) 295-2832



Online reservations and information at: <http://www.aladdinparking.com/reservations.asp>

Aladdin Airport Parking
2548 Kettner Blvd.
San Diego 92101
(619) 696-7275

Transportation to/from the Airport

For business trips longer than 3 or 4 days, it may be economical to utilize a shuttle service for travel to the airport or Uber. Transportation to and from the airport should be performed at the lowest cost available.

Employees that choose to drive to the airport will be reimbursed for mileage at the then current approved company rate (check the IRS website for the current applicable mileage rate). Only mileage that is above and beyond the normal distance to the office will be reimbursed.

Travelers may also use Yellow Cab of San Diego as an alternative to Uber.

- **Yellow Cab of San Diego**
San Diego County
(619) 444-4444

Car Rentals

Travelers are held responsible for determining if rental cars are the most reasonable mode of transportation for the area traveled, based on the length of their stay and geographic area. Other options may be available including: hotel shuttle, rail, or share services such as Uber or Taxi.

Securing a Car Rental Reservation

Car rentals can be secured using GlobalPoint Travel Solutions when planning and purchasing your trip. Auto insurance coverage is provided by our corporate insurance policy when traveling for business. See HR or the Pfenex Inc. Travel Manager for a copy of the insurance card for your wallet. If you correctly booked the car rental using Pfenex's name in the rental agreement, a traveler's personal insurance information should not be provided.

- Travelers are authorized to book rental cars in the intermediate/midsize category or smaller.
- GlobalPoint Travel Solutions has arranged a preferred vendor program with National/Enterprise for Pfenex Inc. travelers. Note: Other car vendors will be visible on the Concur site; additionally, if better pricing is available outside the program, you will be able to access those rates.
- Travelers are required to ensure that the rental contract is in the name of both Pfenex Inc. and the renter.

- Pfenex Inc. carries insurance coverage for all employees and their vehicle rentals within the United States when used for business purposes. Travelers should decline additional insurance offered by the rental agency.
- Travelers should **not** select the “fuel” option and must fill-up the rental car with a full tank of gas to avoid mark-ups and fees from the rental agency.
- Travelers are required to comply with all rental car company restrictions.
- Luxury rentals and expenses outside of this policy will not be reimbursed.
- International vehicle rental is not covered by the Pfenex Inc. insurance policy (subject to change).

Car Rental Accident or Damage

All car rentals should first be inspected for existing damage and be sure the damage is noted as pre-existing on the car rental agreement before accepting the vehicle and leaving the car rental premises.

Should a traveler be involved in an accident or damage to their rental car, the following items are required to be provided by the employee to Accounting and HR as soon as possible:

- Obtain an accident report from the rental agency.
- Obtain a police report if the police were contacted. (Travelers should use their judgment on whether the police need to be contacted.)
- Obtain the 3rd parties insurance information if a 3rd party was involved.
- Obtain a copy of the signed rental agreement.

Returning Rental Cars

When returning your car rental, reasonable efforts should be made to:

- Return the car to the original city and lot, unless you are approved for a one-way rental
- Return the car on time per the car rental agreement and avoid penalties and/or hourly charges
- Return the car with a full tank of gas to avoid excessive fueling costs

Car Rental Cancellations

Travelers are responsible for cancelling rental car reservations and must do so with GlobalPoint Travel or by notifying your Pfenex Inc. travel arranger if you are unable to contact GlobalPoint Travel Solutions.

Personal Auto Usage

As travelers use their personal automobiles for approved Pfenex Inc. business, the company will reimburse for the actual mileage used at the then current in IRS rate in effect (confirm with Accounting for the current applicable rate for reimbursement). Travelers will not be reimbursed for gas receipts on personal automobile usage.

Mileage from the employee’s home to their regular assigned work location is not reimbursable. However, if an employee travels in their vehicle from home to another work assignment or to the airport for business travel and the distance to that location is greater than the distance from their home to their usual work place, then the employee is authorized to expense the additional mileage.

To receive reimbursement for mileage, the traveler is required to complete an expense report specifying the date of the trip, miles driven, point of origin, destination and business purpose (see “Expense Reporting” section below for details on this process).

In addition to the mileage reimbursement, all reasonable toll and parking fees are authorized for reimbursement. Original receipts for these fees are required.

Parking tickets, traffic tickets, moving violations or other vehicle fines are not reimbursable to the employee.

Personal Auto Insurance

Vehicle owners are responsible for carrying current automobile insurance coverage for themselves and passengers. Pfenex Inc. does not provide insurance or reimburse automobile insurance for personal vehicles.

TELEPHONE & WI-FI USAGE

Hotel Telephone & Wi-Fi

Travelers are requested to utilize personal or company cell phones, rather than hotel telephones, when traveling on business. Incremental expenses incurred on personal cell phones for business calls will be reimbursed. In the event the employee needs to use the hotel telephone, employees who travel overnight will be reimbursed for necessary and legitimate business telephone expenses.

Travelers will be reimbursed for reasonable daily fees for access to the internet.

Airplane Wi-Fi

Travelers will be reimbursed for airplane Wi-Fi usage.

Traveling with a Personal Mobile Phone

Travelers will be reimbursed for personal mobile phone usage on necessary business calls while traveling for Pfenex Inc. The employee is required to pay the mobile bill and submit the detailed statement of the bill with their expense report for reimbursement. Only expenses that are in addition to standard fees or rate plans are reimbursable. Calls must be clearly defined for business purposes and will only be reimbursed for the specific amount pertaining to each call. Purchase of personal mobile phones, installation/repair charges are not authorized.

MEALS & ENTERTAINMENT

Personal Meals

Pfenex Inc. will reimburse travelers for the actual cost of the meals plus gratuity while traveling for business purposes up to a maximum of \$70 per day. Amounts over \$70 per day will not be reimbursed, and are the responsibility of the traveler. Itemized receipts for all meals over \$20 are required to be submitted with the traveler’s expense report for reimbursement.

The total daily meal rate total is comprised of the following guidelines for each meal amount:

- \$17 for Breakfast
- \$18 for Lunch
- \$35 for Dinner

Group Meals

When multiple employees of Pfenex Inc. and/or guests/customers share a meal while traveling for business purposes, the most senior level employee is required to pay for the meal and execute reimbursement through their expense report.

Required items for expensing group meals on a traveler's expense report:

- List all names of individuals who attended the meal.
- List purpose of the group meal.
- Include an itemized receipt of the specific meal charges.
- Alcohol purchased during business occasions is authorized for reimbursement in the appropriate environment and in moderation. Alcohol is included in your meal allowance as outlined above. Travelers are strongly advised to use their good judgment keeping Pfenex's business objectives clear.

Group Meal Receipt Documentation Requirements

To comply with IRS requirements, adequate documentation is required to be submitted to the Company.

The following items are required to be in compliance with the IRS:

- Original receipt(s)
- Who – names and titles of those entertained and the relationship with the Company
- What – nature of expenses incurred – breakfast, lunch, or dinner (including the appropriate project code expense to be charged to)
- When – date of the expense (generally on the related receipt(s))
- Where – name and location of where expense occurred (generally indicated on receipt(s))
- Why – business purpose of the entertainment expense and nature of the business discussion

Per IRS regulation entertainment expenses must meet the directly related or associated tests and take place in an environment appropriate for conducting business. Any employee with questions regarding appropriate entertainment expenses should see the Accounting department for clarification.

MISCELLANEOUS EXPENSES

Authorized Expenses

The following are authorized miscellaneous expenses:

- Air freight for business purposes (i.e. FedEx, DHL, etc.)
- Business offices expenses (copy service, various delivery service, mail/postage service)

All miscellaneous expenses are subject to approval; explanation of expense and original receipts for reimbursement through an expense report. Please see the Accounting department if you are unsure of approved spending amounts.

Unauthorized Expenses

The following are examples of unauthorized miscellaneous expenses:

- Fines for violation of public laws
- Purchase of clothing, luggage, toiletries & other personal items
- Personal entertainment or recreational expenses, i.e. golf, tennis or in-room movies
- Office supplies that are outside of corporate guidelines
- House or pet sitting
- Barbers or hairstylists
- Nanny or babysitting services
- Personal credit card annual fees, finance charges or late fees
- Lost and/or stolen personal property
- Personal mobile phones and repair charges
- Car maintenance and/or washes or detailing
- Spa services; massages, facials, etc.
- Gym or exercise facilities
- Mini-bar charges
- Laundry services for business trips less than 7 days

TRAVEL & EXPENDITURES RELATED TO GOVERNMENT GRANTS & CONTRACTS

When traveling for government contracts, always use domestic airline carriers, unless there are no other options available.

Some employees and consultants that are involved in company business related to government grants will be subject to travel and expenditure policies per government and/or the relevant grant guidelines which may differ from Pfenex Inc's company policies.

EXPENSE REPORTING

REIMBURSEMENT PROCEDURE

Documentation:

Employees are required to obtain receipts for all expenses of \$20 or more, and prepare an official Company expense report utilizing the Deltek Time & Expense reporting tool, which can be located on the company Intranet.

Consultants are subject to the same requirements as employees, but must invoice the Company instead of using an employee expense report.

Interview Candidates are subject to the same requirements as employees, but must complete a Candidate Expense Report Form.

Managers are required to ensure expense reports are in proper format and expenses are within the company travel and expenditures policy before approving employee expense reports for reimbursement.

Documentation requirements are as follows:

- All receipts & GlobalPoint Travel Solutions invoices
- Itemized hotel bills, including itemization of incidental expenses (e.g.: onsite restaurant checks charged to your room)
- Credit card receipts for charged items
- Date & place expense incurred
- Explanation of entertainment including (please see the Business Entertainment section above for requirements)
- Record of mileage for business purposes
- Itemized bills supporting roaming charges for traveling internationally
- Itemized meal receipts (when \$20 or more)
 - List of attendees
 - Including meals charged to hotel bills
- Other expense receipts

Expense Reports

Employees are required to complete an Expense Report for reimbursement. This report itemizes all business-related expenses, including travel dates, business purpose, amounts, etc., with clarifications of expenses as needed. Accounting will not approve an expense report until the originals and/or copies of receipts are received for each expense requiring them. When uploading receipts for submission to Deltek, loose receipts should be taped to a blank sheet(s) of paper and processed to create one PDF file. Any original itemized receipts, including the Receipt Traveler Report (cover sheet) from Deltek is then forwarded to Accounting for reimbursement.

Expense report receipts should be grouped by day on the expense report and ideally be prepared for each business trip or appropriate period.

For Expense Reports including travel, your GlobalPoint Itinerary Invoice **must** be attached; Company Paid, as well as, Employee Paid purchases.

Please see the Accounting Department for any questions or clarification when preparing expense reports.

Report & Expense Timeline

All expenses should be submitted for approvals within **15 business days** of completion of travel of the incurred expense. This is compliant with audit requirements and the Accounting Department's accrual process. If expenses are not submitted within 15 business days of their occurrence, late submissions will require further approval of the Chief Accounting Officer.

EXHIBIT A



DEDICATED GLOBALPOINT AGENTS

Cory Harris (5:00am PST to 1:30pm PST)	charris@globalpointtravel.com.....858.824.2450
Cheri Ruben (9:00am PST to 6:00pm PST)	cruben@globalpointtravel.com.....858.824.2441
Kathleen May (9:00am PST to 6:00pm PST)	kmay@globalpointtravel.com.....858.824.2433
Dedicated Pfenex Email for Reservations	pfenex@globalpointtravel.com

If dedicated agents are not available, other GlobalPoint agents can assist (see GlobalPoint Corporate Information below).

CONCUR ONLINE SUPPORT TEAM

Concur Help Desk (8:00am PST to 5:00 PST)	online@globalpointtravel.com.....858.824.2464
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GLOBALPOINT SUPPORT TEAM

Mike Cando, Account Manager	mcando@globalpointtravel.com.....858.824.2408
Jonathan Perin, Director of Operations	jperin@globalpointtravel.com.....858.824.2428
Matthew Kinney, Assistant Manager, Operations	mkinney@globalpointtravel.com.....858.824.2430

GLOBALPOINT CORPORATE INFORMATION

9710 Scranton Road, Suite 170
 San Diego, CA, 92101
 5:00am PST to 6:30pm PST
 Main Line - 858.450.4060
 Fax Line – 858.450.0628
assist@globalpointtravel.com

AFTERHOURS SUPPORT

There is a call fee for the afterhours service. GlobalPoint highly recommends this service is only utilized for emergency reservations. When contacting the afterhours service, please provide them with your company name and, if you have an existing reservation, your last name and/or record locator (ex. record locator format – LRWQTY).

Afterhours support from United States

800.823.3165
 VIP Service – 800.823.4618

** The VIP service option is available to Pfenex travelers in the event of national or global emergencies (weather, airport closures, terrorism). There is a \$30 charge for this level of service.*

Afterhours support from outside United States

See chart below for International Toll Free numbers

Corporate Travel and Expense Reporting Policy

Country	Intl Access Code	Number	Country	Intl Access Code	Number
American Samoa		1-1-800-436-6155	Korea	001 or 002	80087283511
Anguilla		1-866-382-4602	Latvia		800-0762
Antigua & Barbuda		1-800-524-4500	Lithuania	00	80087283563
Argentina	00	80087283511	Luxembourg	00	80087283511
Australia	0011	80087283511	Malaysia	00	80087283511
Austria	00	80087283511	Marshall Islands		1-800-254-4701
Bahamas		1-800-436-6155	Mexico		001-800-524-4500
Barbados		1-800-524-4500	Montserrat		1-800-436-6155
Belgium	00	80087283511	Netherlands	00	80087283511
Bermuda		1-800-524-4500	Netherlands Antilles		001-800-524-4500
Bolivia		800-10-0312	New Zealand	00	80087283511
Brazil	0021	80087283511	Nicaragua		001-800-220-1857
British Virgin Islands		1-800-436-6155	Norway	00	80087283511
Cayman Islands		1-800-524-4500	Panama	00	80087283511
Chile		123-0-020-0205	Peru	00	80087283511
China	00	80087283511	Philippines	00	80087283511
Colombia	009	80087283511	Poland	00	80087283511
Costa Rica	00	80087283511	Portugal	00	80087283511
Cyprus		080-9-0367	Puerto Rico		1-866-382-4602
Czech Republic	00	80087283563	Russia		8-10-8002-0053011
Denmark	00	8007283511	Saipan		1-866-382-4602
Dominican Republic		1-800-524-4500	Singapore	001	80087283511
El Salvador		800-6108	Slovakia	00	80087283511
Estonia	00	80087283563	Slovenia	00	80087283511
Finland	990 or 999	80087283511	South Africa	00	80087283511
France	00	80087283511	Spain	00	80087283511
Germany	00	80087283511	St. Kitts & Nevis		1-866-382-4602
Greece	00	80087283563	St. Lucia		1-800-254-4701
Grenada		1-800-436-6155	St. Vincent		1-800-254-4701
Guatemala		999-0005	Sweden	00	80087283511
Guyana		1-866-382-4602	Switzerland	00	80087283511
Hong Kong	001	80087283511	Taiwan	00	80087283511
Hungary	00	80087283511	Thailand	001	80087283511
Iceland	00	80087283511	Trinidad & Tobago		1-800-524-4500
Indonesia		001-803-011-3991	Turks & Caicos		1-866-382-4602
Ireland	00	80087283511	U.K.	00	80087283511
Israel	014	80087283511	Uruguay	00	80087283511
Italy	00	80087283511	Venezuela		0800-1-00-3759
Jamaica		1-800-524-4500	U.S. Virgin Islands		1-866-382-4602
Japan (KDD)	001 010	80087283511			
Japan (IDC)	0061 010	80087283511			
Japan (NTT)	0033 010	80087283511			

If traveling to a country that does not yet have an 800 number, a reservation agent reservation agent by calling our local number direct at 303-876-4247. Charges incurred for a direct call will be the responsibility of the caller. Due to cellular restrictions and laws in various foreign countries, these numbers may not be accessible from cellular phones.




DASHBOARD LOGIN

To access your Dashboard (risk alerts, contact information, etc.):

- Visit www.globalpointtravelsolutions.com
- Click on "Client Portal"
- For "Client ID", enter "pfenex"
- For "Password", enter "travel"




EXHIBIT B

CAR RENTAL PROGRAM OVERVIEW

Program Summary United States			
			
US Daily Rental Rates	<u>Vehicle Class</u>	<u>Daily Rate</u>	<u>One-Way Daily Rate</u>
	Economy/Compact	\$46.00	\$83.00
	Intermediate	\$48.00	\$83.00
	Standard	\$51.00	\$83.00
	Full Size	\$55.00	\$83.00
	Premium	\$65.00	\$129.00
	Premium Special	\$70.00	\$129.00
	Luxury	\$75.00	\$129.00
	Minivan	\$86.00	\$129.00
	Midsize/Standard SUV	\$86.00	\$129.00
	Large Sport Utility	\$96.00	\$129.00
	½ ton Full Size Truck/Cargo Van	\$69.00	\$129.00
	Hybrid Standard	\$55.00	\$129.00
	Hybrid Full Size 4 door	\$60.00	\$129.00
	Hybrid Sport Utility	\$90.00	\$129.00
Rental Mileage Allowance	Economy through Premium vehicle classes include unlimited free miles per day and per week, and 2,500 free miles per month; all other vehicle classes include 150 free miles per day, 1,050 free miles per week, and 2,500 free miles per month, as applicable. Any additional miles will be charged at the rate of \$0.25 per mile.		
One-Way Mileage	No drop charge or per mile charge will be applied to authorized one-way rentals for all vehicles		
One Day Surcharge	A \$5.00 surcharge will be applied to the Corporate Daily Rate for all one-day rentals commencing on: Monday, Tuesday, or a Wednesday		
Damage Waiver	Available at an additional cost		
Liability	Available at an additional cost		
Young Renter	Fee will be waived for Eligible Renters who are twenty-one (21) to twenty-four (24) years old renting for Business use		
Best Rate	Available		
Wk / Month Discount	Charged 6 times the Daily Rate / Charged 24 times the Daily Rates		
City Surcharges	<u>Applies to all Locations</u> \$3.00: Richmond, VA \$5.00: Charlotte; Cincinnati; Cleveland; Kansas City; Milwaukee; Nashville; Phoenix; Sacramento; Seattle; St. Louis; State of Illinois (excluding Chicago); State of New York (unless otherwise indicated) \$8.00: Manchester; Minneapolis/St. Paul \$10.00: Aspen; Atlanta; Burbank; Colorado Springs; Denver; Eagle, CO; Hartford; Hawaii Airports; Jackson, WY; John Wayne Airport (SNA); Los Angeles area (excluding LAX); Monterey; New Orleans; Oakland; Pittsburgh; Providence; Commonwealth of Puerto Rico; San Diego; San Francisco (including the convention center); San Jose; State of Texas; Twin Falls; Vail, CO \$12.00: Boston; Baltimore; Detroit; Philadelphia; Washington DC \$15.00: Chicago; Hawaii Home-City; Los Angeles International Airport (LAX); State of Alaska \$27.00: LaGuardia (LGA), Kennedy (JFK), and Newark (EWR) Airports; NYC Boroughs (Bronx, Brooklyn, Manhattan, Queens, and Staten Island); NY/CT/NJ Metro, including Westchester, Islip, Stamford, and Jersey City For rentals commencing in Manhattan all day Friday through 12:59pm Sunday current published rates, less a discount will apply.		

May 2016 Program D

CAR RENTAL PROGRAM OVERVIEW

Program Summary Canada		
		
	<u>Vehicle Class</u>	<u>Daily Rate</u>
Canada	Economy Compact Intermediate Standard Size Full Size	C\$46.00 C\$46.00 C\$48.00 C\$51.00 C\$55.00
	For rentals in Canada, the renting location from which the rental originates will apply a five percent (5%) discount off the standard, undiscounted daily, weekly, and monthly rates charged at all the participating Enterprise brand locations ("Rate discount").	
	For vehicles classes not listed above, a discount of up to 15%, will be applied	
One Day Surcharge	A C\$5.00 surcharge will be applied to the Corporate Daily Rate for all one-day rentals commencing on: Monday, Tuesday, or a Wednesday	
Damage Waiver	Available at an additional cost	
Liability	Each eligible renter must have arranged for motor vehicle liability insurance with an authorized insurer, to provide coverage in accordance with the standard automobile insurance policy, to at least the minimum limits for third party liability prescribed by the applicable province, territory or other jurisdiction.	
City Surcharges	C\$3.00 in: Montreal; Toronto; Charlottetown; Moncton; Fredericton; Saint John C\$5.00 in: Calgary, Dear Lake; Edmonton; Fort McMurray; Gander; Goose Bay; St. John's C\$10.00 in: Thompson; Wabush	
Canada Kilometre Allowances	C-1 locations: Economy – Full Size include free kilometres for daily and weekly and 4,000 kilometres monthly; C\$0.20/km additional charge. C-2 locations: 100 – 200 free kilometres per day, excess kilometre charges vary by location. C-4 locations: a per kilometre charge applies for all kilometres driven.	
Weekly/ Monthly Discount	Charged 6 times the Daily Rate / Charged 24 times the Daily Rate	
Best Rate	Available	
Young Renter	Fee will be waived for Eligible Renters who are twenty-one (21) to twenty-four (24) years old renting for Business use	