

EssilorLuxottica

Summary of Personal Time and Travel Expenses

Time where an employee is free to engage in personal activities (not conducting Company business) during work-related travel is not paid. This includes any time that the employee spends at the location before the assignment begins and after it ends (ex. choosing to stay the weekend after a meeting ends on Friday to visit friends).

Expenses unrelated to the work assignment will not be paid, with the exception of meals and transportation that occur during the timeframe of the business-related travel. For example, dinner and transportation expenses that occur during a "free night" during the assignment (when there are no company-organized meals or events scheduled) will be reimbursed, but theater tickets would not. For more information regarding the reimbursement of travel related expenses not addressed here (ex. parking, luggage, etc.), please see the *EssilorLuxottica Travel and Entertainment Policy* or contact your field manager.