

DAIMLER TRUCK

NP.50.20.102 - Remuneration Provisions

Table of Contents:

1. **Business Travel / Charging Time Spent Travelling and Travel Expenses**
 - 1.1 Time Spent Travelling
 - 1.2 Travel Expenses
2. **Maximum billable Hours per Day**
3. **Non-billable Activities and Expenses**
4. **Third-Party Services**
5. **Seminars and Training**

1. Business Travel / Charging Time Spent Travelling and Travel Expenses

Business trips must be coordinated with Daimler Truck AG in advance. The contact person is the relevant attorney at Daimler Truck AG. Such business trips and negotiations must always be carried out by just one attorney from the law firm, unless Daimler Truck AG has agreed in advance to the involvement of other employees of the law firm in exceptional cases. Daimler Truck AG must be informed of the outcome of a business trip or other talks and negotiations, and shall receive copies of all reports, memoranda etc..

1.1. Time Spent Travelling

The reimbursement of time spent travelling requires the prior consent of Daimler Truck AG in each case, and shall be billable at a rate of 25% of the actual accrued travel time. Full fees may be charged as far as the attorney works on the engagement while travelling.

Time spent travelling is not reimbursed:

- If a fixed fee has been agreed for the engagement
- For journeys where the destination is up to 100 km from the law firm's offices
- As far as the attorney renders services for other clients as part of the same journey

1.2 Travel Expenses

Travel expenses are reimbursed as necessary subject to consultation with and the agreement of Daimler Truck AG. Air travel must be coordinated with Daimler Truck AG in advance. All expenses billed for travel (excluding flat-rate allowances) must be documented using the receipts whenever possible. Expenses incurred in connection with journeys where the destination is less than 100 km from the law firm's offices are not reimbursed.

The following expenses are reimbursable > 100 km:

- Additional hospitality expenses based on statutory flat-rate allowances
- Accommodation costs according to individual receipt
- Other travel expenses may only be claimed in the amount of the necessary expenditure actually incurred on business, upon presentation of individual receipts

The following maximum amounts are to be noted:

Mileage allowance

- 30 cents per kilometer travelled

Air travel

- Intercontinental: Economy if possible, Business Class subject to agreement with Daimler Truck AG
- Intracontinental (international): Economy
- Intracontinental on flights of more than 7 hrs and overnight: Economy if possible, Business Class subject to agreement with Daimler Truck AG
- Within a country: Economy

Rail travel

- Generally 2nd class
- With Bahncard – 1st class
The costs for the purchase of the Bahncard will not be reimbursed by Daimler Truck AG.

In general, when travelling by air or rail within Germany and Europe, special offers and conditions should be booked and rebookings should be avoided. Competitive offers have to be requested in the case of short and medium distances for rail or air travel. The means of travel have to be selected regarding price, effort and reasonability. When sending the invoice, those offers should be provided as well.

Accommodation

- Hotel max. €100 gross (accommodation only, or bed/breakfast with appropriate reduction of flat-rate allowances)
- Accommodation in standard rooms at 3-4 star establishments

Other reimbursable travel costs, upon production of evidence (individual receipts)

- Airport/security charges
- Currency exchange costs
- Rental car, if necessary and appropriate
- Fuel costs and out-of-pocket expenses for other service products for rental cars
- Costs of road use/toll
- Parking charges
- Taxi within city limits up to a maximum of 40km, provided that travel by public transport is not possible or would be too time-consuming

Not reimbursable are

- Fines for traffic offences, including parking offences
- Telephone, cell phone, internet charges, pay-TV
- Entertainment, minibar, meals and drinks
- Clothing / cleaning costs
- Costs for the purchase of travel equipment
- Expenses which exceed the applicable maximum sums

Additional information

The law firm is required to make its travel expense claims as transparent as possible.

Daimler Truck AG would like to point out that most hotels offer special long-stay rates (e.g. for stays of more than 15 days). If, in exceptional cases, the maximum sums are insufficient (e.g. hotel bookings during trade fair periods, in cities such as New York, Tokyo, Moscow etc.), costs may be reimbursed in full by prior agreement with Daimler Truck AG.

2. Maximum billable Hours per Day

The maximum billable hours per day – mandates overall – are 10 hours. Exceedances can only be charged in justified exceptional cases or with the prior written consent of Daimler Truck AG.

Irrespective of this, the labor law applicable at the respective place of work of the employee must be observed.

3. Non-Billable Activities and Expenses

Activities such as “internal communications”, “internal meetings” and “reviewing the file” may not be claimed. “Legal research” or similar items are to be kept to an absolute minimum. If such items become substantial, they shall only be paid out with Daimler Truck AG written consent in advance.

Incidental costs (administration, secretarial costs, back-up services, hardware, literature, office supplies) form part of the agreed attorney’s fee, and are not paid for separately.

4. Third-Party Services

Services not rendered by the law firm, such as assignment of law firms, translation services, obtaining expert appraisals or information, may only be claimed at the amount paid (without surcharges) upon production of evidence, and only with Daimler Truck AG prior consent.

In case of the assignment of third parties, the law firm ensures that the Daimler Truck AG standards - Remuneration Provisions - are complied with. The law firm is obligated to carry out a check of the valid sanction lists for the external service provider before the assignment.

5. Seminars and Training

The law firm shall organize and implement client seminars or courses for Daimler Truck AG employees on a regular basis (at least once a year), at no cost to Daimler Truck AG. Daimler Truck AG and the law firm shall agree on the topics for these events