

CIRCA Limited Expense Reimbursement Strategy

Safety & Risk Management Committee (SRMC) and Claim Symposium (CS)

As of October 9, 2022

Expense Summary

Description	First Two Registered Shareholder Attendees	Committee Chair/ Officer	Additional Shareholder Attendee	Service Provider	Guest of CIRCA
Travel to Scheduled Meeting - Includes, but is not limited to: Airfare, car rental, personal vehicle gas / mileage, private plane rental, etc.	No	No	No	No	No
Hotel Room - At the meeting host hotel or negotiated overflow hotel - Includes the following costs: Base room rate, resort fees, taxes - Includes the following incidentals: Self parking, valet NOTE: Coverage starts the day prior to when the meetings commence and the night of the last day of meetings For example, for meetings that run from a Tuesday to Thursday, CIRCA will cover hotel rooms for a Monday arrival through a Friday departure.	Yes	Yes	No	No	Yes
Additional Hotel Rooms / Upgrades from Standard Room Offering	No	No	No	No	No
Hotel Room Cancellations	No	No	No	No	No
Hotel Incidentals - Includes, but is not limited to: Spa treatments, gift shop purchases, non-group meals, golf, tips / gratuities, etc.	No	No	No	No	No
Stop-over Hotels	No	No	No	No	No
CIRCA Group Meals - Includes the following: Group breakfast, lunch and/or dinner that are scheduled on the agenda	Yes	Yes	Yes	Yes	Yes
CIRCA Group Activities - Includes, but is not limited to: Golf, spa treatments, outings, etc. that are scheduled by CIRCA	Yes	Yes	Yes	Yes	Yes
Transportation - Includes, but is not limited to: Taxi cabs, private car service, car rental	No	No	No	No	No
Travel Expenses - Includes, but is not limited to: Parking at departure hotel, meals while in transit, etc.	No	No	No	No	No

NOTES:

CIRCA will cover the cost of 2 directors, safety directors and/or in-house council.

Shareholders may choose to send additional attendees at the shareholder cost.

If a shareholder sends additional attendees, CIRCA will only bear the cost of the meals and group activities.

Room blocks will be created with the negotiated hotel and the attendees must book direct with the hotel.

When registering, personal or company credit cards will be required to hold the room.

If the registrant is covered per the chart above, CIRCA will inform the hotel to bill the individual to the master.

Any cancellations / no-shows will be charged to the card on file when the reservation is made.

Any changes to arrival / departure dates will have to be coordinated directly with the hotel.

Unless instructed otherwise by the shareholder, the first two registrants will have their expenses covered on the master.

Unless the agenda outlines otherwise, there will be a single group dinner.

Dinner on additional nights will be coordinated as small group events by the shareholders, brokers, trusted partners and/or CIRCA Managers.