

SUMMARY
DIGITAL RESEARCH INC.
Corporate Spending Guideline Policy

Set forth below is a summary of some of the principal travel and entertainment policies described more fully in the Corporate Spending Guidelines. Any departures from these policies must be explained on the reverse side of the expense report in the section titled "Justification for Deviation from Policy Guidelines". The authorizing manager must specifically initial any deviations from policy.

Travel Arrangements

All travel arrangements are to be made through DRI authorized travel agents listed in Appendix I, Section I of the Corporate Spending Policy.

Except for field sales personnel, a Travel Authorization number should be obtained from Accounting prior to making any reservations.

Travel Advances

Employees without Corporate American Express cards can obtain a travel advance for a specific business trip. The request must be submitted to Accounting on a Travel Authorization form two weeks prior to travel. All advances must be accounted for within six weeks after return. An employee with an outstanding travel advance will be denied any additional advance until the prior balance is settled.

Receipts

Receipts substantiating all expenses while traveling should be saved and included with the Expense Report to assure reimbursement.

The tissue copy of the credit card charge ticket voucher is required for meals over \$20.

All business meals and entertainment must be documented with date, place, business persons entertained and business purpose on the reverse side of the expense report.

Expense Reports

Within one week after a trip the employee is responsible for accurately completing the expense report, obtaining the proper approvals and justifications, and submitting the expense report to Accounts Payable.

The sales force should submit expense reports on a weekly basis.

Expenses over 90 days old will not be reimbursed.

Air and Rail Travel

All domestic and international air and rail travel must be by coach/tourist/ economy class at the lowest applicable fare.

Automobile Rental

Subcompact or compact models must be rented unless circumstances dictate otherwise. Authorized car rental agencies should be used (See Appendix I, Section II of Corporate Spending Guidelines). Should the traveler prefer to use an alternate rental agency with a rate higher than the DRI authorized agency rate, the traveler is liable for the cost difference.

Optional insurance coverage offered by auto rental companies should be declined worldwide.

Lodging

Lodging costs should not exceed the cost of standard accommodations in business hotels or motels in the area visited (See Corporate Spending Guidelines for specifics).

Business Conference Meals (DRI Personnel only) - \$20 per person

Customer Entertainment - \$30 per person

Meals - \$35 per day maximum

Expenses Not Paid by the Company

The following list is given only as a guide and is not necessarily a complete list:

1. Amounts in excess of the maximum set by the guidelines for specific types of expenses or expense items.
2. Birthday cakes.
3. Flowers.
4. Briefcases, luggage, Day-Timers, calculators and/or similar items for personal use.
5. Car rental over standard vehicle model or rental model, unless explained.
6. Car washes.
7. Personal reading matter or services.
8. Dues and/or initiation fees for airline clubs except where authorized.
9. Unauthorized membership dues, subscriptions or fees.
10. Traffic and parking violations.
11. Expenditures for transportation or hotel in connection with attending a company-sponsored dinner/function except as authorized.
12. Pictures, etc. for office decor.
13. Personal services, toiletries and entertainment (i.e. movies).
14. Personal credit card membership fees.
15. Laundry except as noted in Corporate Spending Guidelines.