



**SUPPLY CHAIN MANAGEMENT (SCM)  
NON-EMPLOYEE TRAVEL AND EXPENSE POLICY**

<b>Issued by:</b>	Supply Chain Management	<b>Policy No:</b>	3205
<b>Applicable to:</b>	Suppliers, contractors, consultants, and all other persons not directly employed by Sprint	<b>Page:</b>	1 of 19
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<i>See Exhibit A – Revision Summary</i>			

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**SUMMARY**

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**Overview and Purpose**

This Policy provides the minimum requirements for reimbursement of Non-employee business and travel expenses to meet Sprint standards. The Policy applies to all business travel expenses, as well as other miscellaneous Non-employee expenses incurred in the process of providing authorized services to Sprint.

**Policy Owner**

SCM Contracting  
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**Application of Policy**

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## **1.0 GENERAL**

### **1.1 Purpose**

Sprint's policy is to reimburse all Supplier personnel, including, but not limited to, contractors, consultants, and all other persons not employed as an employee of Sprint, that are engaged via a contractual agreement for the purpose of providing services to Sprint ("Non-employee") for reasonable and necessary expenses, as defined as such within this Policy No. 3205. These expenses, if incurred by the Non-employee on behalf of Sprint for contractual service engagements, are reimbursable in accordance with the policies outlined in this document ("Policy"). Sprint expects any Non-employee to be prudent with Sprint's funds when incurring business travel expenses and to view this Policy as a maximum under which expenses may be reimbursed by Sprint.

### **1.2 Scope**

This Policy applies to all Non-employees providing services to Sprint and applies to all Sprint-related travel expenses and all other miscellaneous expenses.

This Policy provides the minimum requirements that a Non-employee must utilize in invoicing Sprint for reimbursement of Non-employee business travel expenses to meet Sprint standards. This does not preclude Sprint from establishing more stringent requirements within specific contracts or agreements for services with a Supplier or Non-employee. In the event of a conflict or inconsistency between this Policy and any contract with a Non-employee, the contract will supersede, unless any such conflict or inconsistency, at Sprint's sole discretion, lessens the responsibility of the Supplier in any manner, whereas in such case this Policy will govern. In no circumstance will any contractual stipulation be any less stringent than this Policy and be deemed enforceable in lieu of this Policy.

### **1.3 Responsibility**

The Supply Chain Management (SCM) function within the Enterprise Procurement, Facilities and Security Management Group, in consultation with pertinent Sprint organizations, is responsible for authoring, communicating, administering and enforcing all of the SCM policies.

Non-employees incurring business travel expenses, or any other expenses for which reimbursement is invoiced to Sprint by the Non-employee, while providing authorized services to Sprint are responsible for determining that the expense (i) is for a valid business purpose, (ii) is incurred solely in the process of performing services for Sprint as outlined under the respective agreement, and (iii) complies with this Policy. Failure to abide by this Policy may result, at Sprint's sole discretion, in Sprint's rejection of certain expenses for reimbursement or other actions up to and including termination of the Non-employee's services to Sprint.

Non-employees who report labor in Sprint's Services Procurement ("sPro") are also responsible for completing and submitting expense reimbursement reports in "sPro" for reimbursement of business travel expenses in compliance with the guidelines of this Policy. Non-complying expenses will be deducted from the report and the associated invoice submitted to Sprint (i.e., short paid).

Sprint cost center managers, or designated individuals, are responsible for reviewing the travel and expense items on the Supplier's invoice to ensure all expenses are compliant with this Policy and valid and in support of Sprint's business objectives.

However Sprint's inspection or (lack of inspection) will not constitute an acceptance or approval of any such expenses submitted by any Non-employee for reimbursement, nor will it constitute a waiver by Sprint for the Non-employee to not fully comply with this Policy. Failure to abide by this Policy may lead to Sprint's decision to terminate any such agreement for cause, or result in Sprint's decision to terminate the services, as determined at Sprint's sole discretion.

Any exceptions to this Policy must be approved in writing between the Non-employee and Sprint's Supply Chain Management Organization prior to any such expenses being incurred.

## **2.0 POLICY AREA**

All disbursements, reporting and other relevant processes pertaining to travel and expenses incurred by a Sprint Non-employee while providing authorized services to Sprint shall follow the rules and guidelines set forth in this Policy.

### **2.1 Stakeholders**

All Sprint business units and Sprint affiliates

### **2.2 Related Documentation**

- Sprint Code of Conduct
- Sprint Code of Conduct for Consultants, Contractors & Suppliers
- HR Policy Regarding Use Of Contractors and Consultants

## **3.0 FORMS OF PAYMENT FOR TRAVEL EXPENSES**

### **3.1 Sprint Corporate T&E Card**

Non-employees will not be issued a corporate card by Sprint or its affiliates. Sprint employees are not allowed to use a company-issued credit card to pre-pay Non-employee travel.

For travel questions contact: [travelfeedback@sprint.com](mailto:travelfeedback@sprint.com)

### **3.2 Out-of-Pocket Expenses**

All expenses incurred by Non-employees are considered out-of-pocket. No charges incurred by Non-employees are to be applied to a Sprint employee's Sprint Corporate T&E card. Non-employees must fund their travel expenses in accordance with this Policy.

### **3.3 Cash Advances**

Sprint will not issue cash advances to Non-employees. If a cash advance is required, the Supplier must provide the cash advance to the Non-employee.

### **3.4 Direct Bill**

The direct billing of travel expenses to Sprint when a Non-employee is traveling on Sprint business is not allowed.

## **4.0 EXPENSE REPORTING**

### **4.1 Receipts**

Any expense submitted by a Non-employee to Sprint for reimbursement greater than \$25.00 must be included with a receipt that is subject to validation by Sprint. However, if subject to an audit the Non-employee will be responsible to provide all receipts. Sprint has the right to require all receipts at any time regardless of dollar value. Each expense for reimbursement must be specifically itemized and attached to the respective invoice. Any expense that is not supported by an applicable receipt attached to the respective invoice will not be considered for reimbursement. These expenses include, but are not limited to:

- All out-of-pocket expenses greater than \$25.
- Lodging—Original hotel folio receipt required regardless of amount.
- Airfare—Original airline receipt required or itinerary/invoice from Sprint Business Travel Center or Supplier's travel agency.
- Meals—Travelers will be reimbursed for actual personal meal expenses and are required to use a limit of \$60 per day. Original itemized receipts required for meals greater than \$25 (tear tab receipts are not accepted).
- Taxi -Original receipt required.
- Car Rental—Original receipt required for rental car and fuel regardless of amount.
- Mileage—Mileage log listing the date and to/from location of each trip in a personal automobile required including trips between locations during the normal course of business.

### **4.2 Receipt Submission**

To expedite processing of any Non-employee expense reimbursement request, all associated Non-employee receipts must be taped to one side of an 8.5 by 11-inch sheet of paper and presented in a legible manner. Receipts must be submitted with the Supplier's respective invoice to Sprint, with the invoice being submitted as stated in the contract between the parties. If the Non-employee does not submit the original receipts, the supplier is responsible for retaining the original receipt on file for audit by Sprint.

If an original Non-employee receipt for which reimbursement is requested is lost, or a receipt cannot be obtained, the item will not be reimbursed by Sprint unless supplier can provide alternative supporting documentation that is acceptable to Sprint in its sole discretion.

### **4.3 Supplier Invoice Submission**

Any invoice, and respective expense receipts, must include substantiation of the date, time, place, and business purpose for each of the expenditures requested for reimbursement from Sprint. Additional substantiation, which is outlined in subsequent sections of this Policy, is required for certain business travel expenses (e.g., ground transportation).

### **4.4 Approvals**

Payment of any Non-employee expense is subject to Sprint's approval. A Sprint manager must review any such expense reimbursement request and provide

the applicable approval. Any such approval by Sprint by no means waives Sprint's right to audit any such approval.

## **5.0 TRAVEL RESERVATIONS**

Unless otherwise specifically stated in a duly executed agreement between the parties, Sprint requires that any Non-employee be obligated to use the designated Sprint Travel Tool or the Sprint business travel agency, as specified by Sprint at any time, to book all reservations for air travel, lodging and rental cars in an effort to minimize transaction costs and to ensure selection of most logical flights (eg: price, schedule), as recommended by the Sprint Travel Tool necessary to meet Sprint's business need.

A Non-employee travel profile form must be completed and approved by a Sprint employee ("Sponsor") in order to establish a Non-employee travel profile (Sprint Contractor Profile Form – refer to Appendix C to allow the Non-employee to have approved access to the Sprint Travel Tool). Upon approval by Sprint, and receipt by Sprint's Business Travel Center, of an accurately completed Non-employee travel profile form, a preliminary profile will be created within 48 hours or at Sprint's discretion. The Sponsor will receive an email explaining how to complete the Non-employee's Traveler Profile online, whereas such completion fulfills the Non-employee travel profile form obligation.

For travel questions contact: [travelfeedback@sprint.com](mailto:travelfeedback@sprint.com)

## **6.0 AIR TRAVEL**

### **6.1 General**

When on approved Sprint business a Non-employee's air travel will be reimbursable if incurred in accordance with this Policy.

The requirements for booking air travel reservations can be found in [Section 5.0 Travel Reservations](#) of this Policy.

For travel questions contact: [travelfeedback@sprint.com](mailto:travelfeedback@sprint.com)

### **6.2 Air Travel Accommodations**

#### **6.2.1 Pre-Approval Requirements**

The following approvals are required prior to any Non-employee scheduling air travel:

- DOMESTIC AIR TRAVEL - all domestic air travel by Non-employees must be approved by the respective Sprint director responsible for the business unit associated with the services being performed by the Non-employee.
- INTERNATIONAL TRAVEL - all international air travel by Non-employees must be approved by the respective Sprint vice president for the business unit associated with the services being performed by the Non-employee.

#### **6.2.2 Selecting Air Travel Accommodations**

All Non-employees approved by Sprint to travel for the purpose of providing services to Sprint must travel at the lowest logical airfare as recommended by

the Sprint Travel Tool, whereas such travel shall be via coach class. Reimbursement of any exceptions to the Policy under this Section may be made on an isolated basis only with the written approval of the Sprint senior vice president for the respective business unit associated with providing the services.

#### **6.2.3 Booking Air Travel**

Unless Sprint provides advance approval in writing of an exception condition, advance purchase fares must be booked as outlined in this [Section 6](#) in order to obtain the lowest airfares. Non-employees must accept the lowest logical airfare, as recommended by the Sprint Travel tool that is available within a two-hour window of desired departure or arrival, including connecting flights and alternate airports. Non-refundable airfare must be purchased whenever possible. Non-employees will be issued e-tickets for domestic travel, and when available for international travel. Paper tickets will only be issued when it is determined by the travel agent that e-tickets are not available.

#### **6.2.4 Payment of Airfare Charges**

Airfare charges must be billed to the Supplier's corporate card or the Non-employee's personal charge card. Under no circumstances will Sprint allow any travel expenses of the Non-employee to be direct billed to Sprint or billed to a Sprint employee's Sprint Corporate T&E card.

#### **6.2.5 Restrictions**

Sprint will only reimburse a Non-employee expense for reimbursement whereas such expense has been incurred for air travel on commercial airlines, provided such air travel is within the specifications of this Policy. The use of any privately owned or rented aircraft for Sprint business travel is not reimbursable under any circumstances.

#### **6.2.6 Baggage Guideline**

Baggage fee reimbursement guideline, for personal luggage, is listed below.

Length of Trip	Bags Allowed
< 5 days	1 Bag
5-15 days	2 Bags
> 15 days	3 Bags

Note: Baggage for business equipment, marketing supplies, etc. will be reimbursed

### **6.3 Unused Airline Tickets**

It is the Non-employee's obligation to contact the appropriate travel agency, as specified under this Policy, immediately when an approved trip is canceled. Notification of cancellation must be provided immediately to expedite the refund process and avoid hotel no-show penalties or any other no-show penalties. Failure of the Non-employee to adhere to this process will result in Sprint not being obligated to reimburse the Non-employee for any such expense.



Unused non-refundable tickets for Non-employee travel authorized under this Policy will be reimbursed by Sprint if the trip was changed or cancelled by Sprint provided such cancellation notice is approved by Sprint business unit in writing. In any event, the ticket will be filed under the Non-employee's personal profile. In the event that the Non-employee travels again for Sprint as provided under this Policy, then the Non-employee will be reimbursed by Sprint for the non-refundable ticket provided that any such reimbursement is in accordance with this Policy.

## **7.0 LODGING**

### **7.1 General**

Lodging will be reimbursable for the Non-employee's travel on Sprint business if incurred in accordance with this Policy. Lodging will be reimbursed on actual cost rather than "per diem" or other types of fixed daily expenses amount established to be reimbursed to the Non-employee, regardless of whether the per diem or fixed daily expense amount has actually been incurred by the Non-employee for the respective day ("Per Diem"). Sprint will not, under any circumstances, even if outlined as acceptable in the respective agreement, reimburse any expenses on a per diem or other fixed expense amount basis unless such per diem has been approved by SCM and the Vice-President of the business unit reimbursing the expense and such per diem charges will be lower than actual reimbursement.

The requirements for booking lodging reservations can be found in [Section 5.0 Travel Reservations](#) of this Policy.

For travel questions contact: [travelfeedback@sprint.com](mailto:travelfeedback@sprint.com)

### **7.2 Selecting Hotel Accommodations**

Non-employees on approved Sprint travel must use a Sprint preferred hotel unless (i) there is no designated preferred hotel in the area; (ii) the employee is attending a conference or seminar which has its own negotiated rates; or (iii) space is not available at the Sprint preferred or negotiated rate hotels in the area, provided that any such exclusion as listed in this [Section 7.2](#) is approved by Sprint. All such Non-employees on approved Sprint travel must book hotels through the designated Sprint travel agency or Sprint online booking tool. If a preferred hotel option is not available, lodging rates for the hotel selected must be within the government per diem for the city in which lodging is required. Weekly or monthly lodging rates must be obtained when a Non-employee is on extended travel unless the Non-employee has an advanced exception approved by Sprint.

Government per diem rated found at:  
[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC)

### **7.3 Guaranteed Late Arrival**

All lodging will be reserved in accordance with this Policy with a "guarantee for late arrival" using the Non-employees or Supplier's corporate charge card, unless otherwise directed by Sprint. Non-employees are obligated to verbally notify the travel agency or the hotel directly when it is necessary to cancel a room that was "guaranteed for late arrival."

Non-employees are obligated to obtain a cancellation number from the travel agency or the hotel. No-show charges will not be reimbursed for any Non-employee, with the exception that reimbursement may be provided in the event any such

cancellation is done at Sprint's direction when job scheduling changes do not allow for a timely cancellation. It is at Sprint's discretion whether to accept or decline reimbursement of cancellation charges.

#### **7.4 Payment of Lodging Charges**

Lodging charges for any Non-employee will be billed to the Supplier's corporate card or the Non-employee's personal charge card. Under no circumstances are the travel expenses of the Non-employee to be direct billed to Sprint or billed to a Sprint employee's Sprint corporate card. The Non-employee is responsible for verifying that the rate charged by the hotel is the rate indicated on the itinerary received from the travel agency.

##### **7.4.1 Additional Charges While Lodging**

Telephone expenses incurred by a Non-employee on approved travel status and while lodging may be reimbursed provided such expenses are limited to business telephone calls and reasonable personal telephone calls to the traveling Non-employee's home area and are made from a telephone from the respective hotel. Generally one personal call per day, approximately 15 minutes in duration, is considered reasonable. Internet access hotel charges may be reimbursed with prior Sprint approval.

### **8.0 GROUND TRANSPORTATION**

#### **8.1 Taxi Services**

Taxi expenses are generally reimbursable, at Sprint's discretion, provided that such expenses are incurred solely for business purposes and solely by the Non-employee while on approved travel for Sprint. However, Non-employees are expected to use good business judgment in using such services and ensure that the most cost-effective mode of transportation is used.

#### **8.2 Rental Cars**

Rental cars may be used when the costs are not excessive in relation to other modes of transportation. The requirements for making rental car reservations can be found in Section 5.0 Travel Reservations of this Policy.

Compact to intermediate cars should be used for all rentals. When certain business circumstances require the use of larger vehicles, it is at Sprint's discretion whether to accept or decline any additional charges. Exceptions should be explained when the invoice for travel and expense items are submitted to Sprint.

The Non-employee must attempt to resolve any discrepancies while still at the rental counter. If a discrepancy remains, steps will be taken in accordance with the contract to resolve any issues related to reimbursement.

Rental cars must be refueled at a gas station local to the point of rental return prior to the Non-employee returning the rental car to the rental car company in order to avoid paying the rental company's higher fuel prices. Fuel will only be reimbursed at the market price and for the actual amount of gas used during the rental period. Refuel options available directly from the rental agency will not be reimbursed for any Non-employee on approved travel status for Sprint under any circumstances.

### **8.2.1 Rental Car Insurance**

When using National car rental or one of the preferred rental car companies in the United States, insurance is included in the rate when the reservation is made through Sprint's Travel Tool or the travel agency. Therefore, all insurance options should be declined when using National Car Rental in the United States.

Acceptance of Personal Accident Insurance ("PAI"), Personal Effects Coverage/Personal Effects Provision ("PEC/PEP"), or additional motor vehicle liability insurance is at the discretion of the renter and is not reimbursable by Sprint.

Non-employees are not insured against damage to the rental vehicle if the operator violates any of the material terms of the rental agreement, as determined at Sprint's discretion, including, but not limited to, abusing the vehicle, driving without a valid driver's license, driving the vehicle recklessly, or driving under the influence of alcohol or drugs.

### **8.3 Personal and Supplier Owned Vehicle Auto Travel**

The use of a personal or supplier owned automobile is acceptable when the total cost would be less than that of commercial or public transportation including rental car, under normal circumstances. The Non-employee and Supplier are responsible for maintaining liability insurance for any Non-employee's personal or Supplier-owned automobile used for Sprint business. Sprint assumes no liability for additional costs or damages arising from the use of a Non-employee's personal or Supplier-owned car for business purposes.

Daily personal automobile mileage is capped at a maximum reimbursement per day of 200 miles, and will be reimbursed at the current IRS rate or as determined by Sprint. Non-employees must utilize rental cars when they anticipate incurring more than 200 miles per day in personal auto mileage.

All Non-employee personnel and Supplier-owned auto travel expenses submitted to Sprint for reimbursement must be adequately substantiated using a detailed mileage log, which includes date, origination, destination, business purpose and distance traveled. The mileage log must be submitted with the respective Supplier's invoice.

Non-employees will not be reimbursed for incidental in-town trip usage of their personal automobiles for any reason, unless otherwise specified in the contract and approved in advance by Sprint for isolated occurrences. The reimbursement will be for the actual amount of travel incurred by the Non-employee in excess of the amount normally incurred by the Non-employee for commuting to/from the Non-employee's regular work site. Reimbursement for regular commutes from the home of a Non-employee to the location where Services will be provided will not be reimbursed by Sprint.

### **8.4 Parking**

Non-employees are expected to use good business judgment in selecting parking facilities for their personal auto or rental car. Both the parking facilities and the rates for those facilities should be reasonable. Non-employees are encouraged to utilize discounted parking options in cities where available. Sprint retains no liability whatsoever for any damage, theft or other action taken against a Non-employee's personal or rental car and will not reimburse the Non-employee in any manner other than the approved and customary expenses outlined in this Policy.

## **9.0 MEALS**

### **9.1 General**

Receipts are required for Non-employee's Personal Meals greater than \$25.00. The use of tear tab meal receipts is not permitted. Alcohol will not be reimbursed under any circumstances.

#### **9.1.1 Out-of-Town Meals**

Personal Meals purchased while traveling out-of-town and overnight on Sprint business are reimbursable. Personal Meals, up to the Maximum, will be reimbursed for actual costs rather than on a Per Diem basis. Per Diem reimbursements will not be allowed under any circumstances, even if specified in any contract between the parties.

Personal Meals are defined as meal expenses incurred by the Non-employee on approved travel status for Sprint when dining alone on an out of town business trip ("Personal Meals"). Non-employees on approved travel status and traveling will be reimbursed for actual Personal Meal expenses incurred, and will be limited to a maximum of \$60 USD per day ("Maximum"). In the following cities only, the Maximum will be increased, at Sprint's sole discretion, to \$75 USD per day due to potential higher costs: New York, San Francisco, San Diego, Chicago, Boston, all cities in Hawaii, and all International locations except Canada.

#### **9.1.2 In-Town Meals**

Sprint will not reimburse any Non-employee's individual meals in the Non-employees home city or surrounding metropolitan area, as defined solely by Sprint ("In-Town Meals"), including any In-Town Meals resulting from over-time or other hours worked in providing services to Sprint, regardless of whether such over-time or other hours was approved in advance by Sprint or simply worked at the Non-employee's discretion.

#### **9.1.3 Business Meals**

Sprint will not, at any time, reimburse Non-employees for business meals or entertainment of any kind, due to IRS regulations and internal Sprint policies.

If more than one Non-employee is an attendee for a Personal Meal, a single individual may pay for the entire meal; however each Non-employee must submit his or her Personal Meal expense individually with a receipt specific to the Non-employees Personal Meal and specific to the reimbursement being requested.

If a Sprint employee is present at any business meal that includes Non-employees, then the Sprint senior employee must pay for the meal and submit the expense under the respective Sprint employee policy.

## **10.0 GRATUITIES**

Reimbursement of gratuities is permitted for reasonable amounts paid in accordance with local tipping customs. For the purpose of seeking reimbursement, tips for Personal Meals and transportation, i.e. taxis, should be included with the cost of the Personal Meals or transportation, respectively. Other tips, to be incurred on an

exception basis and subject to Sprint's discretion for approval, are to be reported separately and explained on the Supplier's invoice. No gratuity will be reimbursed by Sprint without an accompanying receipt that clearly outlines the service for which the tip is rendered.

## **11.0 TELECOMMUNICATION EXPENSES**

As a general practice, Sprint will not reimburse for telecommunication expenses. This includes, but is not limited to:

- Telephones (including home phone lines and internet access charges)
- Wireless Telephones
- Pagers
- Computer connectivity or related devices

Reimbursement of any telecommunication expense will require advance written approval of the respective Sprint vice president and will be considered under exception conditions. In the event such approval is granted, the supplier will be reimbursed only if (i) an itemized wireless telephone bill accompanies the reimbursement request, (ii) the individual being called is identified and (iii) the subject of the call and how it relates to the services is identified.

## **12.0 GROUP EVENTS AND MEETINGS**

Any group meetings and events that require the attendance of any Non-employee shall be arranged by Sprint employees. The use of any outside agency to plan or arrange group events or meetings shall be referred to Sprint Travel Department for consideration and approval (this includes contracts with hotels, convention centers, etc.). Sprint will not reimburse a Non-employee for any such expenses unless there is an advance written agreement between the parties that is approved by Sprint authorizing such expenses.

All group meetings should take place at a Sprint facility when possible. Any off-site meetings must be pre-approved in writing in advance by a Sprint Vice President in charge of the business unit in which the expenses are to be incurred, and such written approval attached to the respective invoice as a part of the receipt seeking reimbursement.

## **13.0 NON-REIMBURSABLE EXPENSES**

Non-reimbursable expenses include, but are not limited to, the following:

- Business gifts to fellow Non-employees or Non-employee's relatives, vendors, consultants, suppliers, service agencies, or their employees or relatives
- The purchase of gifts for any occasion
- Going away, welcoming, holiday, birthday, team building, Secretary's Week, or other "special occasion" parties/activities/cards
- Flowers
- Sponsorship of teams (sports, music, intellectual, etc.) including fees to attend tournaments, purchase T-shirts, registration, etc.
- Contributions or donations to charitable, political and nonprofit organizations
- Dues paid for membership in airline "VIP" clubs
- Upgrade fees for hotel, airfare (seat upgrades, early check-in and standby fees) or car rental accommodation

- Fees to join airline, car rental, hotel or other frequent traveler clubs
- Travel insurance coverage
- Traffic tickets or fines for parking violations or moving violations while driving on Sprint business
- Credit card annual membership fees, interest charges, and late charges assessed for delinquent credit card bills
- Personal expenses incurred while traveling, such as haircuts, shoe shines, personal hygiene items, spas, massages, health clubs, movies, shows, newspapers, magazines, etc.
- Laundry and dry cleaning services, except for trips 7 consecutive days or over, whereas such expenses have been approved in advance, in writing, by a Sprint vice president
- Jewelry, cash or other valuables (such as cameras, camcorders, sports equipment, etc.)
- "In Lieu Of" costs (e.g. expenses incurred for such items as meals in reciprocation or acknowledgment for lodging, services, etc.)
- Clothing rental costs for business-related functions
- Child or other dependent care costs
- Animal care costs
- Computer hardware/software, whether required for the performance of services or not
- Office supplies/equipment/furniture
- Personal organizers, PDAs or other electronic devices
- Automobile damage (to include insurance deductibles) incurred while traveling on Sprint business
- Damage or vandalism to automobiles while on Sprint property or while in Sprint authorized travel
- Guest travel
- High Speed Internet access at home
- In flight alcohol or alcohol of any kind
- Fuel, oil, and repair for personal and rental vehicles, except as specifically allowed under this Policy
- Cellular phones or cellular phone usage, accessory hardware, replacement batteries
- Entertainment clubs or other team-building activities
- Sporting events or expenses incurred while attending sporting events
- Copy services or presentation materials
- Medical fees, services, immunizations
- Foreign travel requirements, such as U.S. government issued passports or documentation requirements of other governmental entities, whether U.S. or foreign based unless such travel has received approval from a Senior Vice-President of Sprint within the business organization reimbursing for the expense.
- Services mobilization or termination costs of any kind, unless specifically authorized in advance under the agreement between the parties
- Any expenses incurred while violating applicable Federal or State laws

Sprint retains the right to amend the above list from time-to-time at its sole discretion.

## **14.0 Records Retention**

Any Supplier providing services to Sprint and seeking the reimbursement of expenses by Sprint must retain the original receipts and any associated supporting documentation for a period of time no less than five years from the payment of any Non-employee invoice by Sprint. Furthermore, Sprint will have the right to audit any

expenses for which a Non-employee is reimbursed by Sprint, whereas Sprint's right to audit will consist of obtaining receipt copies and any supporting documentation of any expenses for which a Non-employee has requested reimbursement by Sprint, including all travel coupons and related itineraries. Any exception to this section in an Agreement requires the approval of the Director of Contracts. . Each party will bear its own costs associated with any audit that Sprint may require under this Section.

## **15.0 Waiver of Policy**

Sprint's Supply Chain Management retains the right to waive any aspect of this Policy on a case-by-case basis at its sole discretion.

For travel questions contact: [travelfeedback@sprint.com](mailto:travelfeedback@sprint.com)

## 16.0 Contractor Acknowledgement

All non-employees depending on their traveling needs are required to acknowledge and sign either Appendix A or B.

<b>Appendix A – Travel and Expense Acknowledgement</b>	<b>No Travel Required – Contractor Acknowledgement</b>
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I hereby certify that I have read, understood and agree to the above Non-Employee Travel and Expense Policy Acknowledgement. I further acknowledge that my position does not require travel.

\_\_\_\_\_  
Contractor Name (Print)

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor Name

<b>Appendix B – Travel and Expense Acknowledgement</b>	<b>Travel Required – Contractor Acknowledgement</b>
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I hereby certify that I have read, understood and agree to the above Non-Employee Travel and Expense Policy Acknowledgement. I further acknowledge that my contractor assignment requires possible travel, and I have completed and submitted Appendix C as instructed (per section 5.0 of the policy).

\_\_\_\_\_  
Contractor Name (Print)

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor Name



<b>Appendix C – Sprint Contractor Profile Form</b>	Only to be completed if Sprint Contractor travels requires Car, Air & Hotel.
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## Sprint Contractor Profile Form

ALL INFORMATION WILL BE HELD IN STRICT CONFIDENCE

### Sponsor / Contract Information: *Sponsor Information required*

<b>Sponsor Name:</b>	<b>Sponsor Email:</b>	<b>Sponsor Phone (10 digits):</b>
<b>Sponsor Business Unit:</b>		<b>Sponsor Cost Center:</b>
<b>Contractor Name:</b>	<b>Contract Firm:</b>	<b>Contract Expiration:</b>
<b>Contractor Cell or Home Phone: (10 digits)</b>	<b>Contract Hire Date:</b>	<b>Customer (DK) Nbr:</b>
		3002230511

### Traveler Information: *Legal name – should agree with Passport*

<b>First Name:</b>	<b>Middle:</b>	<b>Last:</b>	<b>Suffix:</b>
<b>Date of Birth:</b>	<b>Gender (M/F):</b>		

### Traveler Address, Phone and Contact Information:

<b>Company Name:</b>		<b>Business Address:</b>	
<b>City:</b>	<b>Province/State:</b>	<b>Postal/Zip Code:</b>	<b>Business Email:</b>
<b>Business Phone Number/Ext.:</b>			

**Privacy:**

**CWT agrees to:**

- 1) The use of your personal profile information is for the sole purpose of finalizing travel
- 2) The personal profile information will not be disclosed for any other purpose without your
- 3) This information will be destroyed when it is no longer required by CWT at your request.
- 4) Personal profile information will be loaded into CWT's systems in accordance with the details
- 5) Personal profile information will be available for your review.
- 6) All data is housed in a secure environment and access is limited only to CWT employees
- 7) Personal profile information will be disclosed to 3<sup>rd</sup> party suppliers (i.e. airlines, hotels, car, wholesalers) for the sole purpose of travel reservations.

**By completing this, I hereby authorize CWT to use my travel profile data as noted above. Furthermore I authorize CWT to charge my credit card(s) for airline tickets/travel documents, hotel reservation guarantees, applicable service fees and any other travel related expenses.**

\_\_\_\_\_  
Traveler Signature

\_\_\_\_\_  
Date

**Please email the completed profile to CWT at [RMProfiles@carlsonwagonlit.com](mailto:RMProfiles@carlsonwagonlit.com), or fax to 720-568-4770. All email must be sent via the individual email address of the traveler (e.g. [jane.doe@abc.com](mailto:jane.doe@abc.com)) to qualify as electronic signature. We look forward to serving you. Thank you so much!**

***Exhibit A***  
**REVISION SUMMARY**

<b>Date of Revision</b>	<b>Policy Revision Summary</b>
2/7/2011	Revised "Sprint Contractor Profile Form".
7/30/2013	Added Baggage Guidelines, Section 6.2.6 and language on upgrades in Section 13.0