



*Effective as of December 4, 2023*

## **Expense Reimbursement Guidelines**

1.0 INTRODUCTION. Supplier should have a policy that requires its employees to use sound business judgment in both determining the need for travel, as well as in expending Supplier financial resources when travel is necessary. The following guidelines are provided to assist Supplier to limit expense reimbursement to those costs that do not exceed Bank travel reimbursement guidelines. Travelers will not be reimbursed for excess costs caused by:

- An indirect route as a matter of personal preference
- Premature departure for personal reasons from a temporary location; or
- Extending a stay for personal reasons.

2.0 APPLICABILITY. To be entitled to reimbursement, Supplier's employee must be on a temporary assignment that is at least 50 miles in distance from either his/her office or residence. If a temporary assignment concludes during the workday and is located within 50 miles of Supplier's employee's official station or residence, Supplier's employee is expected to return to their residence, rather than remain at the temporary location overnight. The cost of travel for spouses, other family members, and friends is not reimbursable under any circumstances.

3.0 TRAVEL AUTHORIZATION. Suppliers shall ensure that all travel on behalf of the Bank is necessary and allowable under the contract. A management official of Supplier shall authorize all travel and travel vouchers reflecting travel expenditures.

4.0 AIR TRAVEL. Air travel should be in coach class only, unless Supplier's employee bears the cost of the difference between coach and first class. Travel should be planned as far in advance as possible to take advantage of discounted fares; especially if reasonable certainty exists that the event will take place. If more than one air carrier offers service, travel should be on the carrier that offers the lowest price. If a restricted fare is booked and Supplier's employee requires a change, a reasonable exchange fee may be claimed.

5.0 RENTAL CARS. Generally, no car larger than a mid-size should be rented. Supplier should have a policy that requires employees to compare the cost of car rental with other forms of transportation and to choose the cheaper mode of transportation. The use of rental cars, even if authorized, must be justified in writing by the traveler and attached to the voucher. Claims for rental car gasoline must be supported by original receipts.

6.0 LODGING. Supplier is expected to have a policy that provides for reasonable but not extravagant lodging accommodations for employees in travel status. Supplier should make use of corporate rates or other discounts whenever possible. Any hotel expenses considered excessive or unreasonable will not be reimbursed.

7.0 USE OF PERSONAL OWNED VEHICLE. Supplier may reimburse an employee for use of his/her personal vehicle while on Supplier related business. The maximum reimbursement rate will be the rate

stipulated by the IRS. Appendix E - Mileage Reimbursement Rates or <https://www.irs.gov/tax-professionals/standard-mileage-rates>. If an employee chooses to use his/her own vehicle in lieu of air travel, the maximum reimbursement will be the lesser of the cost of air travel or mileage reimbursement and the per diem difference. NOTE: Bank does not insure contractors, their employees, or their vehicles for liability.

8.0 TAXICABS. The use of taxicabs is permitted while Suppliers are on official travel for Bank. Taxi hire is appropriate when: (a) public transportation, airport limousine service, and/or hotel courtesy transportation is not available or when time or other factors make it impractical to use available public conveyances; (b) traveling between transportation terminals and the residence, hotel, or office while in an official travel status; or (c) for travel from Supplier's residence to the official station to depart on an assignment requiring at least one night's lodging, and from the official station to the residence on the day the employee returns from the trip. Taxi fares for trips used to obtain meals will not be reimbursed. Reimbursement for taxicab fares (plus the customary 15% tip) will be made only if an appropriate receipt is submitted with the voucher.

9.0 NON-REIMBURSABLE EXPENSES. Examples of expenses that will not be reimbursed include the following: a. alcoholic beverages, entertainment; b. laundry, dry cleaning and pressing of clothing; c. travel insurance; d. parking fines; e. charges incurred because of indirect travel for personal reasons; f. gratuities and tips paid to porters, waiters, bellboys, and hotel maids inside the lodging facility; g. nonproductive time related to official travel to and from one's temporary duty station; and h. any charges, fees, or other associated costs related to the making of reservations or other accommodations for travel.

10.0 RECEIPTS. Except for per diem expenses, valid original receipts are required for all expenditures regardless of cost. If a receipt is not normally provided for the expense (metro, bus token, etc.), the certification signed by the traveler on the voucher will justify the expense. Receipts submitted with the voucher should indicate the name of the payee, date, amount, and the service rendered.

11.0 TRAVEL VOUCHER COMPLETION. After completion of travel, the contractor's travel voucher must be submitted for reimbursement. In addition, dates and times of each departure from residence or office, arrival at and the name of the place of temporary assignment, and arrival at the office or residence must be shown on the travel voucher. A certification signed by the traveler must be included on the travel voucher that states that the trip indicated was actually taken and that all expenses are accurate and correct.

13.0 INVOICES. Suppliers billing for reimbursement of travel expenses must include all supporting documents.