

Subject	Issue Date	Last Revision Date	Policy No.
SUPPLIER TRAVEL & EXPENSE POLICY FOR EXTERNAL USE ONLY	11/01/2017	09/09/2022	1.8.101

SUPPLIER TRAVEL & EXPENSE POLICY

(FOR EXTERNAL USE ONLY)

Approved by:

Name: Tara Maguire

Title: Executive Vice President, Financial Services

Supplier Travel & Expense Policy

1 INTRODUCTION

1.1 Purpose & Objective

The Mastercard Supplier Travel & Expense Policy ("Supplier T&E Policy") is an external policy that applies to Mastercard Suppliers.

The Supplier T&E Policy reimburses Suppliers for pre-approved, necessary and reasonable business-related travel and entertainment expenses incurred when doing business for Mastercard. The reimbursement is subject to the provisions of the Mastercard Statement of Work and further restrictions may be set by the business unit or regional offices.

Mastercard is committed to reducing carbon emissions while balancing the need for supplier safety and wellbeing when traveling. This policy provides new recommendations on how to reduce the impact of emissions on business travel.

Specific information regarding this supplier policy can be found on our external [Sourcing and Supplier Management site](#)

1.2 Applicability & Scope

The Supplier T&E Policy applies to all Mastercard Suppliers. A supplier is defined as a third-party providing goods and/or services to Mastercard or any of its affiliates, or directly to cardholders, customers or merchants on behalf of Mastercard or any of its affiliates.

1.3 Why this Policy is Important to Employees and Suppliers

This policy is important to employees because it ensures that only necessary and reasonable business-related expenses are incurred by Mastercard suppliers.

Consider whether travel is necessary or if your meeting/event can be conducted virtually, and if multiple meetings can be combined into a single trip. The goal is to reduce overall emissions.

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2 POLICY DESCRIPTION

2.1	Policy Statements	<ul style="list-style-type: none">• All pre-approved travel costs incurred by the supplier must be booked in accordance with this policy and submitted to Mastercard along with appropriate receipts for reimbursement• Supplier must use Mastercard's designated travel management company CWT to book travel for Mastercard business in order to be reimbursed• The Supplier T&E Policy reimburses suppliers for necessary and reasonable business-related travel and entertainment expenses incurred when doing business for Mastercard• Maximum allowable expenses cannot exceed 10% of the overall project cost and will be contract specific• Coach class is authorized for all flights; business class is allowed on international travel of 8 hours or more• Flights must be booked and ticketed 14 days in advance.• Suppliers should choose rail travel over air travel when the cost is similar. Rail travel is preferred due to the lower carbon emissions.• Local Taxi and rideshare services are the preferred methods of transportation during business travel for Mastercard. Approved rideshare providers are Uber and Lyft. Suppliers should use these providers or local taxi when transportation is required.• Personal vehicle mileage will only be reimbursed if total mileage is in excess of 200 miles / 322 kilometers (e.g., trip with total mileage of 240 miles / 386 kilometers results in 40 miles / 64 kilometers being eligible for reimbursement). Tolls and parking fees are reimbursable• In the U.S. and Canada, coach is the authorized class of rail travel. For all other locations, business class or first class is only allowed if pre-approved by an authorized Mastercard employee• Intermediate or compact rental cars are authorized for those companies included in Mastercard's Preferred car rental company. Electric or hybrid vehicle rentals are preferred. Please choose EV or hybrid rental option unless there is a significant cost differential.
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		<ul style="list-style-type: none"> • Where possible use public transportation like subways and trains instead of car rentals, taxis or app-based ride-hailing services. • Lodging must be booked with a Mastercard Preferred hotel when available and booking must be made through CWT. If there are multiple preferred hotels in a city, the supplier must choose the lowest cost option • Expenditures for meals should not exceed those rates set by the Business Travel News Corporate Travel Index • Reasonable laundry charges are authorized if the trip extends beyond five (5) business days • Further details can be found on Mastercard's external Sourcing and Supplier Management site
2.2	Roles & Responsibilities	
2.2.1	Meeting & Travel Services, Sourcing & Supplier Management (Supplier Policy)	<ul style="list-style-type: none"> • Establish the policy content • Maintain the policy content
2.2.2	Business Owner Approving Supplier Business Travel or Spend	<ul style="list-style-type: none"> • First line of defense; communicate and enforce the Supplier T&E Policy with the supplier • Pre-approve reimbursable expenses in writing e.g., SOW <ul style="list-style-type: none"> • Review and approve expense documentation, ensuring exclusion of Non- Reimbursable Expenses

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2.2.3	Suppliers Incurring Business Travel or Spend	<ul style="list-style-type: none"> • Submit expenses within thirty (30) days of occurrence, including any associated transaction fees and written approval provided by Mastercard. • Compliance with laws, regulations & taxing authorities • Expense of \$25 USD or more requires original receipt • Submit payment request form and receipts (date, amount, establishment, name/title of all parties, business justification, VAT identification). Hotel expenses should include itemized receipt provided by hotel. • Suppliers must utilize CWT to secure the most economical and efficient means of travel. • Long-term and extended stay properties should be utilized for long-term assignments (greater than 30 days) • Suppliers must use a Mastercard branded payment card for expenses in order to be reimbursed by Mastercard.
2.2.4	Global Business Service Center	<ul style="list-style-type: none"> • Timely supplier payment via an approved Mastercard form of payment
2.3	Monitoring, Reporting & Escalation	<ul style="list-style-type: none"> • Compliance with the Supplier T&E Policy must be adhered to by the Business Owner who must ensure review of supplier invoices and appropriate receipts prior to approval • Compliance with the Supplier T&E Policy is subject to an audit at the discretion of Mastercard. Failure to comply with the Supplier T&E Policy may result in termination of the contract and engagement. • Mastercard employees and suppliers are encouraged to reach out to Sourcing & Supplier Management with any questions • Reports of any ethically questionable behavior must be made using the Mastercard Ethics Helpline
2.4	Communication & Training	<ul style="list-style-type: none"> • Guidance or interpretation of the policy will be provided by the Senior Vice President, Sourcing & Supplier Management • The Sourcing & Supplier Management Team owns the process of communicating the Supplier T&E Policy to suppliers • The Business Owner and / or manager approving supplier business travel or spend enforces this policy with the Supplier

3 KEY POLICY INFORMATION

3.1 Compliance

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Any Mastercard supplier engaging in conduct not in compliance with this policy will lead to the potential termination of the respective contract and engagement.

3.2 Ownership, Review & Approval

This policy is owned by the Senior Vice President, Sourcing & Supplier Management and must be reviewed for updates every 24 months.

3.3 Key Definitions

Non-Reimbursable Expenses – Mastercard will not reimburse suppliers for the following travel and entertainment expenses:

- Travel Expenses
 - T&E expenses for other Mastercard suppliers or Mastercard employees
 - First class travel
 - Alcoholic beverages
 - Flight & personal trip insurance
 - Black car service/limousine
 - Lost/damaged luggage, computer bags
 - Overweight baggage fees
 - In flight Wi-Fi expenses, air phone charges (except emergencies)
 - Upgrade/preferred seating charges
 - Business travel booked with frequent travel miles
 - Visa/Passport fees
 - Time in transit
 - Valet parking, parking fines, traffic violations
 - Five star/luxury hotels which are not included on Mastercard's Preferred Hotel Directory (Appendix C) or if not pre-approved by an authorized Mastercard employee.
- Business Expenses
 - Normal office expenses (phone, mobile phone, fax, photocopies, postage)
 - Software, cables, adapters, supplies
 - Business gifts
- Personal Expenses
 - Sightseeing, side trips
 - Toiletries, prescriptions, medicines, clothing
 - Daycare, babysitting, kennel fees
 - Personal credit card fees e.g., cash advances
 - Expenses for spouse/companion
 - Health/Fitness Center or Spa services

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3.4 Cross References

3.4.1 Policies

Supplier Engagement Policy, #1.8.101

Supplier Code of Conduct, #1.8.103

Global Travel & Expense Corporate Card Policy, #1.8.100

3.4.2 Directories

All directories relating to this supplier policy can be found on Mastercard's external [Sourcing and Supplier Management site](#)

3.4.3 Operating Procedures

Not Applicable.

3.5 Version History

<u>Revision Number</u>	<u>Revision Date</u>	<u>Revision Description</u>
1.0	3/16/18	Revision
1.1	3/22/21	Revision
1.2	7/20/22	Revision