

# MDLZ GLOBAL TRAVEL POLICY FOR SUPPLIERS

## 1. **INTRODUCTION**

- a. MDLZ only reimburses the Supplier's travel expenses that MDLZ has expressly pre-approved.
- b. To obtain reimbursement, the Supplier must submit its invoice with travel expenses itemized to the MDLZ line manager responsible for the relevant budget or cost center, as indicated by MDLZ ("MDLZ line manager").
- c. MDLZ does not make any advance payments for travel expenses.
- d. The Supplier's employees must not extend a business trip to take advantage of a personal stay unless there is no incremental cost to MDLZ. No personal expenses will be reimbursed by MDLZ.

## 2. **PASSPORTS AND VISAS**

- a. It is the Supplier's responsibility to ensure its employees' passports and visas are up to date.
- b. MDLZ does not pay for passport issuance or renewal.
- c. MDLZ does not pay for any visa fees related to the business travel. In exceptional circumstances, where the trip was required and pre-approved by MDLZ visa fees may be reimbursed. The Supplier must request pre-approval via e-mail to the MDLZ line manager.

## 3. **FLIGHTS**

### a. **Airfare**

The Supplier has to choose the lowest airfare for all air tickets. To that extent, Supplier must observe the following criteria:

- i. Always book at least 21 days in advance for business class travel (where pre-approved) or 14 days for economy (coach) travel for all air travel.
- ii. Select the lowest airfare for flights within a four-hour window (two hours earlier and two hours later) of departure time.
- iii. Accept a connecting flight or stopover if the price is lower and the schedule allows it.
- iv. Choose the airline based on lowest fare only. Never choose an airline for the purpose of amassing points on frequent traveler programs or preference of a particular airline's service.
- v. Avoid traveling out on one airline and returning on a different one, unless the cost is lower.
- vi. When determining the cheapest option, always factor in the cost of ground transportation and hotel into the total cost of the trip.
- vii. When booking a flight using MDZ travel agency services, it is recommended to book any hotel or car rental requirements at the same time.

### b. **Class of Service**

- i. MDLZ never reimburses for first class air travel.
- ii. For flights less than 5 hours in the air, excluding stopovers or delays, MDLZ only reimburses economy (coach) tickets.
- iii. For flights over 5 hours in the air, excluding stopovers or flight delays, MDLZ may reimburse business class tickets if MDLZ expressly pre-approves the booking.

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- iv. For round-trips or connections, the longest segment should be used to determine the appropriate class of service.
- v. Upgrades including class of service and pre-selected seats are not reimbursable.
- c. **Ticketing**
  - i. Travel must be booked in accordance with the airline's standard terms and conditions.
  - ii. When available, the Supplier must always book restricted and non-refundable tickets.
  - iii. Changes and cancellations are not refundable unless MDLZ expressly pre-approves them.
- d. **Luggage, charters, and personal aircraft**
  - i. MDLZ will pay for a luggage fee for one piece of luggage where a low cost carrier ticket is purchased only. Fees for additional luggage will not be reimbursed unless MDLZ considers that there are exceptional circumstances that justify it and MDLZ expressly pre-approves before the booking is made.
  - ii. MDLZ will not pay for delayed, damaged or lost luggage during a business trip.
  - iii. MDLZ will not pay for the supplier's use of a private plane or chartered aircraft.

### 4. ACCOMODATION

- a. MDLZ may reimburse the Supplier for accommodation if pre-approval is obtained. The Supplier must book the accommodation at the same time as air or rail bookings or as early as possible.
- b. To that extent, Supplier must observe the following rules to obtain the lowest possible rates:
  - i. A standard room must be selected. Suites and other room upgrades will not be reimbursed by MDLZ.
  - ii. The length of the stay must be approved by MDLZ in advance. In general, domestic stays should be no more than 2 nights.
  - iii. MDLZ has a list of preferred hotels that MDLZ may inform the Supplier of, in which case, Supplier must select a hotel from that list (where available).
  - iv. When visiting an MDLZ office location, if the negotiated rate is not available at the preferred hotel, the Supplier must stay at the next closest preferred hotel that shows availability for standard rooms. If the Supplier books a non-preferred hotel, MDLZ will only reimburse up to the hotel rate cap.
  - v. Supplier may choose a non-preferred hotel near a preferred hotel, if it's cheaper when compared to the lowest rate and below the hotel rate cap
  - vi. If no preferred hotel is available, the Supplier may choose a suitable hotel where the cost is below the hotel rate cap for the relevant location.
- c. Changes and cancellations are not refundable unless MDLZ requires such cancellation or delay. Supplier should cancel any bookings immediately to avoid penalties.

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### 5. **GROUND TRANSPORTATION**

The Supplier has to choose the lowest cost, safe transportation choice. To that extent, the Supplier may use any of the following, with MDLZ's pre-approval:

#### a. **Taxi and pick up services:**

- i. Free Airport and hotel shuttles should be used wherever possible.
- ii. Taxis or pre-arranged ground transportation should only be booked from locally approved preferred suppliers and if they represent the least cost option.
- iii. MDLZ shall not reimburse for limousine services.
- iv. Taxi-Bikes (motorcycles) are not authorized for safety reasons.

#### b. **Private car usage**

- i. MDLZ will have no responsibility for any accidents. It is the Supplier's responsibility to ensure that all employees are fit to drive and that their personal vehicles are safe and appropriately insured.
- ii. MDLZ may reimburse the Supplier for the number of miles driven, according to MDLZ's fixed mileage rates.
- iii. Fuel purchases are not reimbursable.
- iv. MDLZ will not pay the cost of any motoring fines.
- v. MDLZ may reimburse tolls.

#### c. **Rental car**

- i. MDLZ will have no responsibility for any accidents.
- ii. MDLZ has a list of "Preferred" rental car agencies that MDLZ may inform the Supplier of, in which case, Supplier must select one from that list (where available).
- iii. Only rent Compact or Economy-sized cars. If traveling in a larger group, the Supplier can request the MDLZ line manager to pre-approve the rental of a standard or Intermediate-sized cars.
- iv. MDLZ will not reimburse any insurance options as the rates negotiated by MDLZ with preferred rental car agencies include insurance.
- v. MDLZ will not reimburse any additional premium charges (for example GPS rental or fees for not having refueled the car upon return).
- vi. MDLZ will not pay the cost of any motoring fines.
- vii. MDLZ may reimburse tolls.

#### d. **Trains and buses**

- i. When booking trains or buses, only second class or coach tickets will be reimbursable by MDLZ.
- ii. MDLZ has a list of "Preferred" travel agencies that MDLZ may inform the Supplier of, in which case, Supplier must select one from that list (where available) to book any tickets.

### 6. **MEALS**

- a. During business trips, MDLZ may exceptionally reimburse the Supplier for the reasonable cost of meals up to a specified daily amount, if pre-approval is obtained.
- b. Where meal costs are pre-approved by MDLZ, Supplier must request the MDLZ meal caps in advance by e-mail to the MDLZ line manager.
- c. The meal caps will be applied to the actual cost of meals (including taxes and gratuities). Gratuities should be consistent with local customs.

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- d. Supplier must not expense meals that are already covered, such as breakfast included in the hotel rate or those provided at the meetings or events.
- e. Supplier must also not expense meals at their home, regular workplace or another site in the same city.

### **7. FAMILY OR OTHER ACCOMPANYING PERSONS**

MDLZ will not reimburse any expenses incurred by the Supplier bringing a family member or any other accompanying persons to the business trip.

### **8. REPORTING**

- a. The Supplier should make all relevant information supporting incurred expenses, such as receipts, available to MDLZ.
- b. All invoices are subject to audit and may be reviewed for financial governance and compliance.

### **9. RISKS**

- a. It is the Supplier's responsibility to ensure the safety and security of its employees.
- b. It is also the Supplier's responsibility to make any necessary adjustments to ensure traveler safety while minimizing risks to business continuity of either the Supplier or MDLZ.
- c. The Supplier is responsible for its employees' security, medical, or travel assistance.