

# MONDELEZ INTERNATIONAL (“MDLZ”) GLOBAL TRAVEL POLICY FOR SUPPLIERS

## INTRODUCTION

This policy provides the minimum requirements for reimbursement of Supplier business and travel expenses to meet MDLZ’s standards. The policy applies to all business travel expenses Supplier incurs in the process of providing authorized services to MDLZ.

- a. 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”).
- b. MDLZ does not make any advance payments for travel expenses.
- c. If Supplier has a travel policy that is more restrictive than MDLZ’s, Supplier will follow its own travel policy. As an example, if Supplier has a policy that states no business class travel is allowed, regardless of the duration of the flight, then Supplier will follow its policy.
- d. MDLZ only reimburses the Supplier travel expenses that MDLZ has expressly pre-approved
  - i. When requesting pre-approval Supplier will provide the following information to the approver:
    - Name of individual
    - Dates of travel
    - Travel destinations to and from
    - Business purpose
    - Estimated travel expenses itemized:
      - Airfare costs
      - Hotel costs

## 1. EXPENSE REPORTING

- a. All expenses submitted must be supported by documented original receipts, that will be available upon request, regardless of value. Expenses are subject to validation and approval by MDLZ. If and when requested, MDLZ will not reimburse expenses that are not supported by a receipt.
- b. Expense reports must include the following elements:
  - Name of individual
  - Business Purpose
  - City/Country
  - For airfare: class of service
  - For hotel accommodations: number of nights/rates per nights
  - For mileage: number of miles driven/rate per mile
  - For individual meals: Lunch/Breakfast/Dinner
  - For Group Meals: name of attendees and companies they represent
  - MDLZ approver
- c. Invoice Approvals  
All expense reporting is subject to audit/validation and may be reviewed by MDLZ for financial compliance.

## 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.

## 3. TRAVEL RESERVATIONS

### a. Airfare

The Supplier must choose the lowest airfare for all air tickets. Supplier must observe the following rules to obtain the lowest possible rates:

- 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. There may be instances where MDLZ will require Suppliers to travel on an emergency basis in which case the minimum booking requirements can be waived subject to documented approval from MDLZ.
- 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.

### b. Class of Service

- i. MDLZ never reimburses for first class air travel.
- ii. For flights with actual flight time under five hours, excluding stopovers or delays, MDLZ only reimburses economy (coach) tickets.
- iii. For flights with actual flight time five hours or over, hours, excluding stopovers or flight delays, MDLZ may reimburse business class tickets if MDLZ expressly pre-approves the class of service.
- 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 if that fee is not included in the ticket price. 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.

d. **Unused tickets**

MDLZ will only reimburse non-refundable tickets when MDLZ cancels the trip. A MDLZ employee will explain and document rationale for cancelling trips. The Supplier will absorb the costs of all other unused tickets.

4. **ACCOMMODATION**

- a. 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. 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.
  - iii. Supplier may choose a non-preferred hotel near a preferred hotel, if it is cheaper when compared to the lowest rate and below the hotel rate cap
  - iv. 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.
  - v. Changes and cancellations are not refundable unless MDLZ requires such cancellation or delay. Supplier should cancel any bookings immediately to avoid penalties.

5. **GROUND TRANSPORTATION**

The Supplier must choose the lowest cost, safe transportation choice. To that extent, the Supplier may use any of the following:

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. Approved ground transportation includes car services such as Uber, Lyft or other equivalent 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 will reimburse the Supplier for the number of miles driven, according to fixed mileage rates local tax laws.
- iii. Fuel purchases are not reimbursable as they are covered under the fixed mileage rates.
- v. MDLZ will reimburse tolls.

c. **Rental car**

- i. MDLZ will have no responsibility for any accidents.
- ii. Supplier will use MDLZ's "Preferred" rental car agencies, where available. If provided, Supplier must select one from that list.
- iii. Only rent Compact or Economy-class cars. If traveling in a larger group, the Supplier can request the MDLZ line manager to pre-approve the rental of a larger vehicle.
- vii. MDLZ will reimburse tolls.

d. **Trains and buses**

- i. When booking trains or buses, only second class or coach tickets will be reimbursable by MDLZ.

## 6. MEALS

- a. During business trips, MDLZ will reimburse for meals not to exceed the local Per Diems.
- b. Supplier must request the MDLZ Per Diems 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.

## 7. NON-REIMBURSABLE EXPENSES

MDLZ will not reimburse the following expenses:

- Hotel/airline upgrades
- Optional expenses arising out of changing aircraft (e.g. accommodation)
- Optional air travel insurance
- Penalties or other similar charges for neglecting credit card payments
- Fines and legal expenses (including motor vehicle fines)
- Personal items or reimbursement for damage of personal items including clothing, reading material, business planners, suitcase, briefcase etc.
- Baby-sitter fees
- Airline, Platinum Card, Club or other non-professional membership fees
- Expenses for travel companions / family members
- Health club / gymnasium fees (other than basic hotel charges when travelling on business)
- Hotel / spa services (i.e. barber/hairdresser, massages, facials, manicurist and other items of personal grooming)
- Movies (including in-flight and hotel movies)
- Sightseeing tours, nightclubs, golf, tennis, theater, movie, spectator events (unless a legitimate business entertainment expense with client / customer and appropriately evidenced)
- Pet care
- Toiletries
- Transport to/from normal place of work
- Frequent flyer program or hotel/airline membership fees
- Airport lounge access, unless specified in Global Travel Policy
- Fast track services at airports, priority boarding etc.
- Satellite navigation (GPS), satellite radio, car seat, ski racks
- Room rent or other expenses incurred while staying with relatives or friends (except where allowed under government regulation)
- MDLZ shall not reimburse for limousine services
- Telecommunications expenses (wifi, cell phone charges)
- MDLZ will not reimburse for meals that are already covered, such as breakfast included in the hotel rate or those provided at meetings or events.
- MDLZ will not reimburse Supplier meals at home, regular workplace or another site in the same city.

8. **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.

9. **CONFLICTS**

In the event of a conflict between this Policy and the terms and conditions of a master agreement, statement of work or other signed agreement for the provision of services, the terms of such signed agreement shall control.

10. **CHANGES TO THE POLICY**

MDLZ reserves the right, in its sole discretion, to modify the policy at any time without further notice.