

T-MOBILE SUPPLIER TRAVEL AND EXPENSE POLICY

1. Purpose

The purpose of Supplier Travel and Expense Policy (“Expense Policy”) is to outline the business expenses incurred by suppliers that are eligible for reimbursement and to provide the requirements and procedures for submitting invoices, reimbursement claims and business expense reports in order to receive timely reimbursement of eligible expenses. This Expense Policy is confidential and proprietary information of T-Mobile, is subject to the confidentiality requirements as specified in Supplier’s agreements with T-Mobile and may not be disclosed to third parties without the prior written approval of T-Mobile.

2. Definitions

- **Agreement** – Any agreement which has been agreed to and executed by T-Mobile and Supplier.
- **Expenses** – All reasonable Travel related expenses that have been pre-approved in writing by T-Mobile and that are incurred by Supplier, while performing under an Agreement, Purchase Order and/or SOW (defined below). Such Expenses will be reimbursed by T-Mobile in accordance with this Expense Policy.
- **Purchase order or PO** – Any purchase order documented generated by T-Mobile, for the purpose of procuring of products, deliverables and/or services pursuant to an Agreement and/or SOW.
- **SOW** – Any statement of work relating to the provision of services and/or the delivery of any products or deliverables by Supplier; which has been agreed to and executed by T-Mobile and Supplier, and which may be attached to an Agreement or Purchase Order as appropriate.
- **Supplier** – Any Supplier, vendor, company, consultant, contractor and/or subcontractor, and their respective employees providing services and/or delivering products or deliverables to T-Mobile.
- **Travel** – Traveling a distance of more than 100 miles from Traveler’s residence or primary work location and/or overnight lodging at a location other than Traveler’s residence.

Any defined terms used herein that are not otherwise defined in this Expense Policy shall have the meanings assigned to them in any Agreement and/or SOW.

3. Reimbursement Process

3.1 Pre-Approval of Expenses

3.1.1 **Advanced Notice.** Supplier must provide advance notice to the T-Mobile representative as specified in any Agreement, PO or SOW and/or any applicable attachment thereof between T-Mobile and Supplier that an Expense will be incurred. Such notice should include: (a) which employees of the Supplier, contractor and/or subcontractor, respectively, will be incurring the Expenses (collectively, “Traveler”); (b) the reason for incurring the Expenses; (c) the estimated amounts of the Expenses; and

(d) the anticipated dates that the Expenses will be incurred.

3.1.2 Written Approval. T-Mobile must provide prior written approval of all Expenses to the Supplier, unless otherwise specified in any Agreement, PO or SOW and/or any applicable attachment thereof.

3.1.3 Expenses incurred without prior written approval from T-Mobile will not be eligible for reimbursement.

3.1.4 T-Mobile Travel Agency. Although not specifically required, T-Mobile recommends that Supplier and/or Traveler use T-Mobile's travel agency (see contact information below) for reserving, booking and ticketing of all air travel, rental cars and hotel accommodations, in order to take advantage of T-Mobile's negotiated rates.

Travel and Transport

866-793-1226

Monday – Friday, 7:00 am – 5:30 pm PST

3.2 Submittal of Expenses for Reimbursement

3.2.1 Itemized Invoice. Reimbursement claims for all Expenses must be:

(a) itemized on an invoice;

(b) accompanied by original receipts (or photocopies of original receipts) to document and substantiate the claimed Expenses; and

(c) accompanied by a copy of T-Mobile's prior written approval for such Expenses.

Expense reimbursement claims for hotel accommodations must itemize the room rate, taxes, meals, business telephone charges and/or internet services.

3.2.2 Invoices containing Expense reimbursement claims shall be submitted in accordance with the terms and conditions of any Agreement, PO or SOW and/or any applicable attachment thereof.

3.2.3 Expense reimbursement claims must be invoiced promptly and in no event more than sixty (60) days from when the Expenses were incurred.

3.2.4 T-Mobile reserves the right to request additional information regarding any Expense reimbursement claim.

4. Eligible Expenses

The following items are considered to be eligible for reimbursements by Supplier, for each traveler, except as noted below, subject to T-Mobile's review of sufficient documentation to substantiate Supplier's Expense reimbursement claim.

4.1. Transportation

4.1.1 Air Travel. Suppliers must book fourteen (14) days in advance or more at the lowest possible coach/economy airfare. All Travel booked thirteen (13) days or less prior to travel must be approved in writing by T-Mobile. Fees for one (1) checked bag for

Travel will be eligible for reimbursement for each Traveler. First class or business class airfare will not be reimbursed. Airfare reservation change fees will not be eligible for reimbursement unless fees are incurred due to a verified personal emergency or a T-Mobile directed change. Fees for excess, oversized or overweight baggage will not be eligible for reimbursement.

4.1.2 Ground Transportation:

(a) Public Transportation – All reasonable fees for using public transportation (e.g., buses, subways, light rail, commuter rail) while at Travel destination are eligible for reimbursement.

(b) Rental Cars – An economy-size car will be eligible for reimbursement if used for a single Traveler. Mid-size or full-size cars are eligible if three (3) or more Travelers are traveling to the same destination. Traveler may rent a car from a T-Mobile preferred provider if traveling solely on T-Mobile business. If T-Mobile employees are accompanying the Traveler(s) to the same destination; the T-Mobile employee will secure the rental car for the group. Fees for premium or add-on equipment will not be reimbursed. Reasonable cost for fuel for rental cars is eligible for reimbursement.

(c) Taxi/Shuttle – All reasonable costs for hired taxis or shuttle service will be eligible for reimbursement. Town Car or limousine hires will not be reimbursed.

(d) Rental Car Insurance – Supplier shall be responsible for providing adequate insurance for all vehicle rentals. T-Mobile will reimburse insurance amounts in accordance with IRS guidelines at <http://www.irs.gov>. If the Traveler rents a car from a T-Mobile preferred provider, through T-Mobile's travel agency, rental car insurance is included and doesn't need to be purchased by Traveler.

(e) Personally Owned Vehicle – If a personally owned vehicle ("POV") is used by the Traveler in lieu of other ground transportation, actual mileage will be reimbursed according to current IRS guidelines. Traveler shall keep a POV mileage log (which includes a description of the purpose of the trip and the total miles driven), and submit that log with Supplier's invoice for Expense reimbursement claims.

4.2 Hotel Accommodations

Reasonable hotel accommodations, up to one-hundred fifty-five dollars (\$155) per day, will be eligible for reimbursement. If it is higher than one-hundred fifty-five dollars (\$155) per day, T-Mobile's written pre-approval must be provided. Whenever the T-Mobile preferred rate is the lowest available rate, Supplier will book and reserve hotel accommodations through T-Mobile's travel agency for the use of T-Mobile's preferred providers and negotiated rates. VIP hotel accommodations will not be eligible for reimbursement. Hotel costs and fees resulting from Supplier's cancellation not caused by T-Mobile will not be eligible for reimbursement. Hotel reservation change and or cancellation fees will not be eligible for reimbursement unless fees are incurred due to a verified personal emergency or a T-Mobile directed change.

4.3 Meals

The actual cost of meals is eligible for reimbursement up to the maximum eligible amount of eighty-five dollars (\$85) per day. Detailed itemizations of meals are required for reimbursement, in addition to credit card receipts. Alcoholic beverages are to be accounted for separately and are not eligible for reimbursement by T-Mobile.

4.4 Gratuities

Gratuities for restaurants and taxi services shall be limited to twenty percent (20%) of the pre-tax total expenditure for each service. Tips exceeding this amount are not eligible for reimbursement. Documentation of paid gratuities is required in order to be eligible for reimbursement.

4.5 Laundry

Laundry and dry-cleaning services are eligible for reimbursement when Travel exceeds five (5) business days on site at the destination.

4.6 Overages

If actual expenses exceed the approved written estimate, T-Mobile must approve in writing the overage amount in whole or in part as determined on a case-by-case basis, in T-Mobile's sole discretion.

4.7 Exchange Rates

Foreign exchange rates are eligible for reimbursement. To determine foreign exchange rates, you may use a Web-based currency converter, such as the Federal Reserve Bank of New York; however, you must report the exchange rates you are using and the site where you found it. If exchange rates fluctuate during travel, it is allowable to use an average rate for the entire trip and should be noted within your reimbursement claim.

5. Ineligible Expenses

In no event shall the following expenses be eligible for reimbursement:

- Airline or airport executive or exclusive lounges
- Airline Wi-Fi fees
- Alcoholic beverages
- Dues or charges for airline travel clubs or airline sponsored credit cards
- Entertainment costs
- Insurance costs of any kind
- Labor costs for time incurred during Travel
- Late fees on credit cards
- Magazines or newspapers
- Mobile devices, accessories or fees
- Parking Valet (unless there is no other option)
- Personal hygiene or pharmaceutical items
- Personal property that is damaged, lost or stolen
- Personal telephone calls

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Approved by Dave Mayo

- Personally owned vehicle costs for maintenance, insurance or repairs
- Pet sitting, house sitting, child or adult care costs
- Pornographic or offensive materials
- Souvenirs or gifts
- Spa or Health Club expenses
- Town Car or limousine rentals with T-Mobile's "Records Retention Guideline" (as found on OneVoice).
- Traffic or criminal offense related costs
- Travel expenses for guests or companions of the Traveler
- Upgrades of hotel, car or airline reservations