

**SAP CONCUR**  
**SUPPLIER TRAVEL & EXPENSE POLICY**  
**FOR SUPPLIERS TO CONCUR TECHNOLOGIES, INC. AND ITS AFFILIATES (“SAP CONCUR”)**

This Supplier Travel & Expense Policy applies to all contractors, consultants, and other vendors of services (“Suppliers”) to SAP Concur under SAP Concur purchase orders, agreements, statements of work, or other engagement documents executed by SAP Concur and a Supplier seeking to reimbursement of expenses by SAP Concur. SAP Concur retains the right to modify the contents of this policy.

**GENERAL GUIDELINES**

- Direct billing or chargebacks to SAP Concur are not allowed.
- All travel expenses for which Supplier seeks SAP Concur reimbursement must be approved by SAP Concur in advance.
- All expenses greater than \$25 must be itemized and have original receipts attached to the expense reimbursement.
- All travel arrangements including airline, hotel and car reservations must be made directly by Supplier. Supplier will be responsible for funding all travel expenditures and any SAP Concur payment will be via the expense reimbursement process.
- Original receipts must be obtained for all expenses including transportation expenses such as taxi, bus, subway and hotel shuttles.
- Handwritten receipts or stubs will not be accepted.
- Supplier may, but is not required, utilize SAP Concur’s authorized travel agencies to take advantage of SAP Concur’s discount pricing with preferred Suppliers. SAP Concur does not provide any insurance of any type for Suppliers.
- SAP Concur employees cannot pay for Supplier expenses and seek reimbursement.
- Misrepresentation of expenses to be reimbursed is considered a gross misconduct and grounds for termination of the Agreement between the Supplier and SAP Concur.
- All non-complying expenses will be deducted from the expense reimbursement and associated invoice.
- SAP Concur does not issue travel advances for travel expenses.
- SAP Concur will not reimburse for “per diem” or other type fixed daily expenses unless country regulations require payment as such.
- All Supplier expense reimbursements must be submitted within 30 days of the incurred expense and approved by the authorized SAP Concur employee engaging Supplier services and are subject to SAP Concur internal audit.
- In general, Supplier personnel may not use SAP Concur Expense for their business-related expenses. However, Supplier personnel who are staffed on a billable project for SAP Concur may use SAP Concur Expense for their projects-related expenses and will use the projects policy to submit expense against specific client/jobs.
- Supplier personnel must seek reimbursement from Supplier, not from SAP Concur. Supplier will bill SAP Concur and reimburse its personnel accordingly.

**AIR TRAVEL**

- SAP Concur will only reimburse the lowest priced, non-refundable coach ticket fare available.
- All travel expenses incurred through SAP Concur’s approved travel agency must be paid in full at the time of booking by Supplier’s own means (e.g. Supplier’s credit card).
- Service fees charged by a SAP Concur-approved travel agency are reimbursable.
- Supplier should make air reservations as early as possible, in order to take advantage of discounted fares.
- Any airline upgrades (e.g. to a higher fare class), airline memberships, or excess baggage fees are at Supplier’s expense and will not be reimbursed by SAP Concur.
- Mileage-purchased airfare is not reimbursable. However, taxes and fees associated with any such tickets may be submitted for reimbursement.

**LODGING AND GROUND TRANSPORTATION**

- Suppliers may utilize SAP Concur's preferred lodging and rental car Suppliers to take advantage of SAP Concur discount pricing.
- All authorized lodging and ground transportation expenses are to be paid directly to the provider.
- Supplier is required to pay lodging and all ground transportation directly using own means (e.g. Supplier's credit card).
- Taxi or public transportation when traveling on SAP Concur business are encouraged versus rental cars, unless impractical or more expensive. SAP Concur will not reimburse for cab fares if the Supplier is also renting a car in the same city on the same trip.
- AVIS/Budget and National/ Enterprise are SAP Concur's preferred rental car Suppliers and have agreed to include loss damage waiver (LDW) and collision damage waiver (CDW) insurance as part of the negotiated discounted rental fees in most key SAP Concur markets (Check and confirm with rental car provider). Any insurance purchased through the car rental agreement is a Supplier's decision and is not a reimbursable travel expense and SAP Concur is not responsible for any such insurance costs or any associated liability.
- Lowest cost options and nothing in excess of compact/mid-sized cars will be reimbursed
- In the event SAP Concur approves reimbursement of a personal automobile, the mileage reimbursement will be limited to Supplier personnel's daily commute from the closer of their primary place of residence or normal work location to their assignment location. Any other mileage is considered personal in nature and not eligible for reimbursement. Mileage will be reimbursed at the current rate recognized by the Internal Revenue Service unless otherwise indicated. SAP Concur is not responsible for any damages to personal vehicles.
- Authorized tolls and parking fees will be reimbursed only if the proper receipt is included.
- Supplier assumes the responsibility of all parking and traffic fines.
- SAP Concur will not reimburse for costs incurred if personal property is stolen from a vehicle or damaged.

**NON REIMBURSABLE ITEMS (INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING)**

Air, rail phone use charges; Airline, airport, hotel, auto club memberships; Babysitting services, childcare expenses, house sitting services, kennel/pet care services; Books, newspapers, magazines while traveling; Credit card fees of any kind (late payment, past due, delinquency fees, membership awards); Mobile phone equipment/hardware; Clothing; Expenses with interim stopovers if not business related; Gentlemen's clubs and/or similar adult entertainment facilities/activities; Gifts for employees of any kind; Hotel charges ("no show," upgrades, suites of any kind, mini bar expenses, movie rentals, etc.); Laundry/dry cleaning services (unless duration of stay is four (4) nights or longer); Lost/delayed luggage, toiletries; Shoeshine services; Spouse/domestic partnership travel expenses; and office furniture/furnishings.