



SAP Supplier Travel & Expense Reimbursement Policy

In general, SAP will reimburse business travel-related expenses to a Vendor (also "Supplier" under this SAP Supplier Travel & Expense Reimbursement Policy "Travel Policy") if explicitly agreed by SAP in advance in writing in the respective SOW or SAP Purchase Order ("PO") when no SOW is applicable (see further details in Section 2 Scope below).

In addition SAP will decline any Supplier expense reimbursement claim, which contains any expense types, which are not explicitly mentioned or otherwise provided for in Section 10 of this Travel Policy. Anything to the contrary notwithstanding, any other expenses/types not provided for in Section 10 will be considered personal or other non-reimbursable expenses and are defacto not reimbursable.

It is the Supplier's sole obligation to have a clear understanding of this Travel Policy, including its Objectives, Scope, other details including expense reimbursement procedures as well as any exception handling requirements and documentation. SAP's evaluation of any Supplier's performance includes Supplier's commitment to compliance with this Travel Policy and its details which is an essential obligation of Supplier in providing services to SAP.

1. OBJECTIVES

This Travel Policy is intended to clearly reflect SAP's values, strategies and principles and defines the standards and principles for reimbursement of preapproved Suppliers' business travel-related expenses. Compliance with tax and legal regulations has to be ensured by Suppliers. Any deviations from this Travel Policy even if acceptable to SAP business owners are to be considered exceptions to this Travel Policy and Supplier must ensure that such exception is specifically agreed to in advance in writing and in full compliance with the documented exception handling policy in Section 12 of this Travel Policy. Otherwise any such exception to this Travel Policy is not reimbursable by SAP regardless of any direction or approval from SAP business owner.

According to SAP's sustainability strategy, business travel should only occur if unavoidable. All alternatives to travel, such as virtual meetings, have to be considered first. If business travel is unavoidable, the most environmentally friendly and cost effective means of transport for business trips (for example, train instead of plane or car (see further details in Section 8 of this Travel Policy) has to be chosen.

If business travel is unavoidable and Supplier seeks to have a reimbursement by SAP, the overall cost of a business trip has to be always taken into account by Supplier. Supplier has to ensure, that any reimbursable travel-related expenditure decisions are made in the best interest of SAP, and not the Supplier. Suppliers have to minimize reimbursable travel-related expenses whenever possible and use the least expensive options in conjunction with Supplier's effective delivery of services and SAP requirements.

2 SCOPE

This Travel Policy for Supplier Travel & Expense Reimbursement applies to unavoidable business travel-related activities incurred by a Supplier solely in connection with delivering services to SAP provided that SAP has explicitly agreed in advance to reimburse the Supplier in the respective SOW or the respective PO if an SOW was not created.



For the avoidance of doubt, there is never a reimbursement of travel related expenses by SAP if the parties have agreed to rates in the SOW (or purchase order) which refer to "all inclusive" rates and / or specific "per diem" (lump sum agreed to travel expenses) rates.

Anything to the contrary notwithstanding, Suppliers are explicitly prohibited from incurring any expenses on behalf of SAP employees and are not allowed to seek reimbursement from SAP of any business travel expenses (including meal-related expenses) generated by or from SAP employees. SAP has its own internal employee travel reimbursement and employee code of conduct policies ("SAP Employee Policies"). Supplier acknowledges that in seeking any reimbursement of SAP employee related expenses, the SAP' Employee Policies as well as this Travel Policy would be infringed. Supplier agrees that such infringement by Supplier will be considered a Supplier gross misconduct and grounds for SAP to terminate for cause Supplier's SOW and/or any purchase orders to provide services to SAP.

3. SUPPLIER RESPONSIBILITIES

- a. Suppliers are responsible for complying with this Travel Policy and all the details herein.
- b. Suppliers are responsible for obtaining SAP's prior written approval for any travel expenses for which reimbursement will be sought from SAP as further detailed in this Travel Policy.
- c. Regardless of any SAP business direction, SAP will reimburse Suppliers only for business related expenses while travelling on authorized SAP business according to expense types reimbursable defined in Section 10 of this Travel Policy or as otherwise specifically authorized and documented in accordance with the exception handling under Section 12.

4. SAP BUSINESS TRIP

Reimbursable expenses under this Travel Policy are limited to business travel expenses incurred during an SAP Business Trip. All other expenses of Supplier are considered personal expenses or otherwise not reimbursable.

Business trips are journeys to locations other than the Suppliers' regular place of work and home that fulfill a business purpose. Under this Travel Policy, an SAP Business Trip is a business trip made by Supplier and/or Supplier Personnel to the extent and such portion which is exclusively required and dedicated to provide services to SAP ("SAP Business Trips").

Generally, SAP Business Trips may be considered door to door (Supplier destination to SAP destination and return). If travelers from Suppliers set out on a business trip from home, the trip begins as soon as the traveler leaves the house. If travelers from Suppliers set out on a business trip from work, the trip begins as soon as the traveler leaves the company's premises. This rule only applies if not otherwise defined in an SOW or MSA.

5. AIR TRAVEL

- a. When air travel is justified and has been preapproved, the standard class for flights is coach class / economy class. Booking the lowest possible airfare indicated by the utilized booking channel is mandatory.
- b. Participation in Travel Industry Bonus Programs (e.g. Frequent Flyer Programs or similar) must NOT influence flight selection in any manner that would result in incremental cost to SAP beyond the lowest possible airfare or other reimbursable cost/expense as indicated in this Travel Policy.

6. HOTEL / LODGING

For all hotel reimbursements, the lowest possible rate for a standard room category at a 3-star / 4-diamond hotel applies. Supplier's travelers may accept room upgrades to a higher room category only if the upgrade is at no additional cost to SAP.

Participation in Travel Industry Bonus Programs (e.g. Frequent Guest Programs or similar) must NOT influence hotel selection, which would result in incremental cost beyond the lowest possible rate.

7. CARS

a. Car Rental

SAP will reimburse Suppliers only for Compact Car Category for all car rentals. Full-Size Category will be reimbursed only when three or more Supplier individuals are traveling together. Upgrades can only be obtained at no cost to SAP.

Suppliers have to refuel all rented cars prior to returning the vehicle in order to avoid any related additional fees. In case this will not be obeyed, the Supplier will not be reimbursed for these additional fees by SAP.

- Supplier assumes the responsibility of all parking and traffic fines.
- SAP is not responsible for any damages to vehicles.

b. Personal Auto Reimbursement

In the event SAP approves reimbursement of a personal automobile, the mileage reimbursement will be limited to Supplier Personnel's daily commute from the closer of their home or normal work location to their assignment SAP Business Trip location. Any other mileage is considered personal in nature and not eligible for reimbursement. Mileage will be reimbursed at the current rate mentioned in the Appendix [Mileage Reimbursement](#) unless otherwise indicated.

- Supplier assumes the responsibility of all parking and traffic fines.
- SAP is not responsible for any damages to personal vehicles.

8. OTHER TRANSPORTATION

SAP will reimburse Suppliers for rail travel in 2nd Class / Coach Class. Rail travel should be chosen when in considering the total travel cost of the SAP Business Trip (door to door) and it is the least expensive form of travel. Cost efficient rail travel should also be used when:

- a. it is less expensive than air travel and does not substantially increase the total travel time of the SAP Business Trip OR
- b. it is substantially timelier than driving by car.

9. MEALS

SAP will reimburse Personal Meal Expenses by original receipt only if such meal expenses were approved in advance in the specific SOW and/or PO.

Personal Meal Expenses are defined as actual meal expenses incurred by the traveler when on an overnight out-of-town SAP Business Trip ("Personal Meal Expenses"). Suppliers' travelers will be reimbursed for Personal Meal Expenses respecting local law requirements and according to reasonable actual cost of each meal incurred, but not to exceed the following meal limits or total daily meal limits (provided SAP Business Trip justifies all 3 meals):

- SAP Business Trip within US: (Breakfast \$10, Lunch \$15, Dinner \$40, \$65 full daily meal limit)
- SAP Business Trip outside US: €50/day or equivalent currency

Supplier Personnel who are authorized to obtain Personal Meal Expenses reimbursement must provide an original itemized restaurant receipt (no credit card receipts) from the provider for all meal expenses in order to be eligible for reimbursement. All receipts must indicate the name and location of the business along with the date, description and amount of the Personal Meal Expense. Only meals incurred while traveling overnight on business will be reimbursed and:

- Individual meal or daily meal totals (when applicable) in excess of the meal limits noted above will not be reimbursed.
- If Supplier personnel is authorized to use apartments or other extended lodging with cooking facilities, then groceries may be authorized and purchased in lieu of meals as long as Supplier stays within the daily meal limit. Complete, unaltered, and itemized grocery receipts must be submitted in order for Supplier to be reimbursed.
- Supplier meals when not staying overnight on business are not reimbursable and at the expense of the Supplier or Supplier personnel. Meals on the last day of an SAP Business Trip are not reimbursable once Supplier leaves the airport of their return destination.
- For overnight SAP Business Trips without Air Travel, if approved in advance by SAP, the applicable meal reimbursement for the first and last day of the SAP Business Trip portion are to be calculated using the following:
 - Between 14 + 24 hours: Breakfast, Lunch and Dinner incurred may be reimbursable.
 - Less than 14 hours: Breakfast and Lunch may be reimbursable.

10. REIMBURSABLE EXPENSES

Only the following expense types can be considered for reimbursement under this Travel Policy. Any exceptions are Supplier responsibilities to ensure they are handled in accordance with Section [12](#).

- a. Airfare and surface transportation
- b. Car rental or Personal Automobile Reimbursement
- c. Gratuities / tips (but only if reasonable and customary in the location)

- d. Hotel / lodging
- e. Cancellation fees, only if cancellation was caused by SAP or at SAP's discretion
- f. Personal Meal Expenses
- g. Parking Fees
- h. Other fees/costs authorized under this Travel Policy

11. EXPENSE REIMBURSEMENT

Suppliers must comply with all expense reimbursement details noted in this Travel Policy. Additional reimbursement procedure details may be included in the relevant SOW or PO (for example: specific invoice or billing instructions). It is Supplier's responsibility to provide original, conforming details and receipts in line with the expense reimbursement requirements to be reimbursed.

12. EXTRAORDINARY EXPENSE EXCEPTIONS

All exceptions and deviations from this Travel Policy including any expense types not listed in Section 10, regardless of alleged direction of SAP business owners or other approval, will be considered "Extraordinary Expense Exceptions" and will only be considered by SAP for reimbursement if Supplier ensures they are specifically approved in advance in writing by SAP with Supplier obtaining and presenting all required documentation. For the avoidance of doubt, there will be no partial expense reimbursements for expenses incurred not in line with this Travel Policy. Failure of Supplier to complete every protocol and documentation requirements as to Extraordinary Expense Exceptions in advance of incurring any such expenses will cause SAP to reject and not be liable for reimbursement of such Extraordinary Expenses Exceptions regardless of any alleged SAP business direction or approval.

Extraordinary Expense Exceptions Advance Approval and Documentation required:

Specific written approval in advance (prior to the occurrence of such expense/trip) which notes in such written approval as evidenced in the SOW (or PO where applicable) or signed amendment the following: clear acknowledgement from both authorized Supplier representative and the authorized SAP approver that both understand the expenses being approved by them are Extraordinary Expense Exceptions and not normally authorized under this Travel Policy and will be subject to extraordinary SAP review/scrutiny; and detailed explanation justifying why the Extraordinary Expense Exceptions area being approved for reimbursement; and

Authorized SAP approver of Extraordinary Expense Exceptions must be authorized SAP Line of Business Owner (L1) and cost center owner of the Extraordinary Expense Exceptions.

13. TRAVEL POLICY UPDATES

This Travel Policy may be updated from time to time at SAP sole discretion www.sap.com/supplier-portal-travel-and-expense-policy-en without further notice to Suppliers and such current version will apply to any travel expense reimbursements authorized by SAP at the time of the issuance of the respective SOW (or Purchase Order when no SOW is applicable). Upon Supplier's request, the applicable version can also be provided in writing by SAP.

APPENDIX MILEAGE REIMBURSEMENT

Country	Rate	Currency
ARGENTINA	8,30	Argentina, Peso
AUSTRALIA	0,74	Australia, Dollar
AUSTRIA	0,42	Euro
BELGIUM	0,34	Euro
CANADA	0,50	Canada, Dollar
CHINA	1,00	China, Yuan Renminbi
COLOMBIA	1.605,00	Colombia, Peso
CZECH REPUBLIC	5,10	Czech Republic, Koruna
DENMARK	2,81	Denmark, Krone
EGYPT	0,80	Egypt, Pound
FINLAND	0,43	Euro
FRANCE	0,39	Euro
GERMANY	0,30	Euro
INDIA	4,50	India, Rupee
IRELAND	0,36	Euro
ITALY	0,40	Euro
KOREA, REPUBLIC OF	350,00	Korea (Republic), Won
MEXICO	2,50	Mexico, Peso
NETHERLANDS	0,19	Euro
NEW ZEALAND	0,77	New Zealand, Dollar
NORWAY	2,54	Norway, Krone
PERU	1,86	Peru, Sol
PHILIPPINES	9,00	Philippines, Peso
POLAND	0,68	Poland, Zloty
QATAR	0,80	Qatar, Rial
SAUDI ARABIA	0,80	Saudi Arabia, Riyal
SINGAPORE	0,70	Singapore, Dollar
SPAIN	0,19	Euro
SWEDEN	3,70	Sweden, Krona
SWITZERLAND	0,70	Switzerland, Franc
TAIWAN	10,00	Taiwan, New Taiwan Dollar
THAILAND	8,00	Thailand, Baht
UNITED ARAB EMIRATES	0,80	UAE, Dirham
UNITED KINGDOM	0,45	UK, Pound Sterling
UNITED STATES	0,56	US, Dollar
VENEZUELA	3,58	Venezuela, Bolívar