

Vendor Travel and Expense Reimbursement Policy

Effective Date – 7.1.22

A. Overview

A.1. Audience

Vendors traveling on behalf of Best Buy or any of its affiliates and/or requesting expense reimbursement for travel related expenses. Policy Owner: Procurement

A.2. Objective

Travel & Expense Reimbursement is a significant cost to Best Buy and our Vendors, and our goal is to effectively manage these expenditures for the benefit of all. The goals of this policy are to (1) provide consistency through a standard policy for Vendor travel and other travel related expenses when Best Buy reimburses those expenses, and (2) assist in cost-control measures. This policy supports Best Buy's commitment to process efficiency, cost reduction, and frugality.

Best Buy's intent is that the Vendor does not suffer any unnecessary financial burden nor realize any financial gain as a result of Best Buy travel related expenses. The Vendor is responsible for amounts incurred above the identified limits, or for any unapproved expenses as outlined in this policy. Best Buy reserves the right to modify this policy at any time. In the event of a conflict between this policy and the terms of Vendor's contract with Best Buy, the contract shall control to bind the parties.

A.3. Requirements

- Travel must be consistent with the needs of Best Buy's business. All Vendors are expected to use common sense, discretion and sound business judgment regarding the nature of travel and the level of expenses incurred.
- Vendors must never engage in transactions for personal gain and that are not in the best interest of Best Buy. Travel reservations should be unbiased; the selection of an airline, hotel or rental car must in no way be based on personal benefits from frequent traveler programs.
- Vendors privy to Best Buy's negotiated rates and/or information about Best Buy's Travel Policy must not disclose this information to other parties as such information is Best Buy's confidential information.
- All vendor travel (and related expenses) requires prior written approval from Best Buy. Pre-approval shall be deemed granted to the extent such travel (and related expenses) are detailed in an applicable Best Buy contract. Any expenses not detailed within a contract must be approved by the Best Buy business owner.

Vendor pre-approval request must include:

- Business Purpose
 - Number of Travelers
 - Proposed Dates
 - Estimated Cost
- Vendor must retain all original receipts for 12 months. Receipts are only required to be submitted upon Best Buy's request. A credit card statement is NOT considered an original receipt.

- For all Best Buy direct contracts, vendor must submit the Vendor Expense Reimbursement Form to the Best Buy business owner prior to or in conjunction with submitting the invoice for payment.

B. Travel and Expense Policy

B.1. Air Travel

- Domestic Travel: Vendor must choose lowest logical coach class fare on flights within North America. Lowest logical fare is defined as the lowest direct fare offered across carriers, within two hours of the requested departure/arrival time.
- International Travel: Business class may be booked, but is not required, for any trip leg with a duration of 6 or more hours. First class travel is not permitted.
- Airline Reservations: To the extent possible, airline reservations should be made no later than 14 days in advance of the date of travel.
- Upgrades: Upgrades to a higher class of service ticket are not reimbursable. Reasonable additional charges for seat selection (e.g., window or aisle seat) in coach class are permitted and reimbursable with approval from Best Buy.
- Vendors choosing to upgrade in any way, must do so at own expense. This includes requesting the travel agency to book a full coach fare to facilitate upgrading to another class of service versus taking a discounted fare.
- Non-Refundable Fares: Non-refundable discounted fares and/or promotional fares should be utilized whenever possible. The savings provided by non-refundable fares more than offsets the risk inherent in accepting them. Changes in reservations are only reimbursable when the change is at the request of Best Buy. Changes made for personal reasons can not be submitted for reimbursement.
- Flexible Timing: Be flexible when making reservations and schedule travel around the most economical flights.

B.2. Hotels

- Hotel Reservations: The Vendor should reserve a room at the lowest rate available at the time of reservation, not to exceed a total cost (room rate, taxes and fees) of \$175 per night in the U.S., with the following two exceptions:
 - 1) Vendors traveling to the Best Buy Corporate Headquarters in Richfield, MN should use one of Best Buy's preferred hotels and rates, as listed below. *If an alternative hotel is chosen, the maximum amount allowed for reimbursement is \$150/night, including fees and taxes.*

Hotel Name	Address	City	Zip Code	Cancellation Policy	Client Rate	Breakfast Included
Home2 Suites by Hilton Minneapolis Bloomington	2270 West 80 1/2 Street	Bloomington	55431	24 Hours	99	Y
Hyatt Regency Bloomington	3200 E 81st St	Bloomington	55425	4PM	88	N
Homewood Suites by Hilton Edina Southdale Center	6600 York Avenue	Edina	55435	24 Hours	92	Y
Four Points by Sheraton Mall of America Minneapolis Airport	7745 Lyndale Ave South	Richfield	55423	24 Hours	85	Y
Courtyard Edina Bloomington	4460 West 78th Street Circle	Bloomington	55435	24 Hours	85	N

- 2) International locations or the U.S. major markets of Boston, Chicago, Las Vegas, Los Angeles/Orange County, New York City, San Diego, San Francisco/Oakland, Seattle,

Washington DC, Alaska and Hawaii are reimbursable not to exceed a total cost (room rate, taxes and fees) of \$275 per night. Some markets may exceed the higher rate cap. In this situation, the Vendor should seek approval from Best Buy prior to booking.

- Room Standards: Vendors are expected to obtain comfortable, safe, clean and sensibly priced room accommodations while traveling on behalf of Best Buy. Single hotel rooms are the standard accommodation. Premium rooms, such as suites, are not reimbursable.
- “No-Show” Fees / Change and Cancellation Procedures: When travel plans change, it is the Vendor’s responsibility to cancel hotel reservations. Room costs, which are the result of a failure to cancel a guaranteed reservation, will be paid directly by the Vendor and cannot be billed to Best Buy.

B.3. Ground Transportation

- Transportation Options: Cars may be rented when traveling on Best Buy business only when other means of transportation are not available, are more costly or are impractical. For example, use of hotel courtesy vans or use of a taxi may be more economical than renting a car, while still meeting your needs. Best Buy will not reimburse for car rental in New York or San Francisco where public transportation is the main form of transportation, and parking is very costly.
- Rideshare/Taxi or Shuttle Service: The approved allocation toward transportation services is \$100/day per person. Best Buy’s expectations are that groups traveling together will share cars and/or other forms of transportation.
- Car Reimbursement Allocations: The approved allocation toward car rental is based on Best Buy’s reimbursement guideline of \$125/day per vehicle. Best Buy’s expectations are that groups traveling together will share cars and/or other forms of transportation.
- Car Size: Vendor must rent the most economical sized car, not to exceed intermediate or standard size rental cars, for groups of three or fewer people traveling together. Upgrade charges will not be reimbursed. Groups of four or more should choose the most economical option of renting two or more cars or upgrading to a larger vehicle. Luxury cars, premium cars, SUVs and convertibles are not allowed. Automobile rentals should be reasonable and the appropriate size for the business purpose and travel/transportation requirements.
- Refueling Charge: Vendor should return the vehicle with a full tank. Best Buy will not reimburse for pre-paid fuel charges or charges for insufficient fuel upon return.
- Change/Cancellation: When travel plans change, it is the Vendor’s responsibility to cancel car rental reservations. Car rental costs that result from a failure to cancel a guaranteed reservation will be paid by the Vendor and will not be reimbursed by Best Buy.

Traffic Violations: Vendor is responsible for any fines from traffic violations or parking tickets received while driving a rental car. These expenses will not be reimbursed by Best Buy.

B.4. Travel Meals

- The actual cost of meals including tips are reimbursable up to \$80 per daily travel within the U.S. and up to \$95 for travel outside of the U.S. or the major markets listed below.
- Major markets of Boston, Chicago, , Las Vegas, Los Angeles/Orange County, New York City, San Diego, San Francisco/Oakland, Seattle, Washington DC, Alaska and Hawaii are reimbursable up to \$95 per day
- Tipping should be reasonable and not exceed 20%.
- Alcohol will not be reimbursed for any meals.
- Itemized receipts should be retained for all meal expenses

B.5. Miscellaneous

- Internet Access: Best Buy will only reimburse for internet access (wifi) fees, including in-flight or hotel fees, if the usage is specific to Best Buy business and has been requested by Best Buy.
- Mileage: Mileage will only be reimbursed when it is more cost efficient than the cost of airfare using the miles driven multiplied by the current IRS standard rate. In addition, car rental should be considered if more cost efficient than the cost of mileage.
- Parking: Off-site parking is recommended when you need to leave your car at the airport while traveling for business. Taxis are recommended for extended trips if the cost of off-site parking will exceed the cost of round-trip taxi fare. Best Buy's expectation is that groups traveling together will carpool whenever possible. Parking will be reimbursed at a max amount of \$75/day.
- Best Buy will provide reimbursement for travel expenses outlined in this contract only when travel is due solely to Best Buy related business.
- Total Reimbursement Cap: Cumulative reimbursements for travel related expenses for a particular project should not exceed the amount designated in your contract with Best Buy.

B.6. Common Non-Reimbursable Expenses (*This information is illustrative and is not intended to be all-inclusive*)

Airline Club Dues	Hotel mini-bar
Airline preferred seating fees or seat selection fees class upgrades	Hotel no-show fees
Alcohol	Hotel upgrades and suites
Car Rental Navigation/GPS charges	Massages, spas, fitness centers
Car Rental no-show fees	Entertainment/Movies (in-room, or other)
Car Rental upgrades	Optional travel insurance
Drycleaning or Laundry expenses	TSA Pre-check, Clear fees
Fines for traffic or civil violations	Valet parking