

VENDOR TRAVEL AND EXPENSE REIMBURSEMENT PROCESS

➤ **If Vendor has a direct Contract with Best Buy:**

Pre-Approval Process for Travel

- Vendor should contact the Best Buy business owner (PCM, hiring manager, day to day contact) to facilitate the process
- 'Pre-approval' of Travel and Expense is required for all travel and expense reimbursement
 - Travel and Expense contract terms constitutes as 'pre-approval'
 - Travel and Expense must be clearly defined within the contract, e.g. not to exceed a % or \$ amount
 - If Travel and Expense is not pre-determined in contract or exceeds contract terms, Best Buy VP pre-approval is required:
 - Send pre-approval request to Best Buy business owner including the following information:
 - 1) Business purpose
 - 2) Number of travelers
 - 3) Proposed dates
 - 4) Estimated cost

Invoice/payment approval of actuals

- Submit invoice and Vendor T&E Reimbursement Form* to Best Buy Business Owner
 - *Itemized Vendor T&E Reimbursement Form (NEW) is required. The form provides a formatted view of categorized expenses and policy limits.
 - All supporting receipts required upon Best Buy's request
- Business owner approves/rejects expense items according to policy requirements
- Business owner approves amount to be paid on invoice

➤ **Allegis owns Contract (Staff Augmentation/Tier 3/Beeline):**

- No 'Pre-approval' process required
- Payment approval of actuals (Business owner responsibility)
- Contingent Worker enters expenses into Beeline
 - All supporting receipts are required and must be uploaded into Beeline
- Business owner approves/rejects expense items according to policy requirements