

Supplier Travel & Business Expense Reimbursement Guidelines

(05/1/2024)

Overview

These guidelines were established in accordance with OUC's Code of Conduct and in all situations, professional judgment should be used to ensure your business expenses are usual, reasonable and consistent with the supplier's contract or Purchase Order.

OUC will reimburse suppliers for reasonable and necessary travel expenses incurred by their personnel as a result of performing duties on behalf of OUC. Travel expenses should be arranged to ensure the most economical means are used while ensuring supplier security and the prudent use of OUC resources.

Travel Expense Authorization Guidelines

In advance of travel, the traveler should ensure the supplier's contractor or Purchase Order provides for the authorization to incur travel expenses. In addition, the traveler should confirm with their OUC point of contact or Strategic Sourcing that the travel is necessary, the business reason for the travel is justified and the use of video conference, telephone, or other means, is limiting such that travel costs are justified.

OUC will not reimburse travel that is confined to within 50 miles of the OUC service territory.

Travel Expense Reimbursement Procedure

To request reimbursement of travel expenses, the supplier must submit an invoice for the incurred costs along with a brief explanation of the travel. Supporting documentation for travel costs is not required to be submitted but must be retained for support if requested by OUC at a later date.

Travel expense reimbursement requests should be invoiced by the supplier within 30 calendar days of the end of the month in which the expenses were incurred. Payment for travel expenses will be made only to the supplier named on the contract or Purchase Order. It is the sender's responsibility to directly reimburse travelers.

OUC may refuse payment of any travel expense reimbursement requests: (1) not invoiced within 60 calendar days of the end of the month in which the expenses were incurred; (2) when expenses are not properly documented; or, (3) when expenses are not consistent with the requirements of the suppliers contract and/or Purchase order or Travel Authorization Guidelines.

Travel Receipts

A valid travel receipt must be retained by the supplier for all transportation and lodging expenses submitted for reimbursement and must include the: (1) name and location of the lodging; (2) date the expense was incurred; (3) type and amount of expense; and (4) the method of payment (i.e. cash, credit card, etc.). OUC will only reimburse the actual cost of transportation and lodging costs.

Air Travel: Air travel reimbursement is limited to coach, tourist, or economy unless otherwise approved and documented. Travel expenses for baggage fees, surcharges, or seat upgrades within these travel classes are eligible for reimbursement and documentation may be required upon OUC request.

Ground travel in-lieu of air travel: If ground travel is elected over air travel and air travel to this destination is the standard method of travel, documentation **must** be submitted with the supplier's invoice corroborating that the mileage reimbursement did not exceed the air travel costs at the time of pre-approval. Mileage costs in excess of air travel costs are **not** eligible for reimbursement.

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Ground travel: Reasonable expenses for local, non-luxury transportation, such as a taxi, rideshare services such as Uber, Lyft or airport shuttle, are reimbursable. The traveler is encouraged to use shuttle services in lieu of taxis for hotel and airport transportation. If a supplier vehicle is used, mileage is reimbursable at the IRS standard mileage rate.

- Transportation to and from eating establishments is included as part of the meal and incidental per diem and are not eligible for separate reimbursement.

Other ground transportation costs, including parking, tolls, and gratuities, incurred between airport, hotel and meeting location are reimbursable. Documentation should be maintained subject to OUC request noting that other ground transportation costs of \$10 or less per day do not require a receipt.

- Valet parking will be reimbursed only when it is mandatory and will always require a receipt and a statement that the charge was a mandatory charge.

The use of a rental car should be limited and not be selected for personal convenience. If a rental cost is selected, car rentals must be at economy rates, i.e. **mid-size** or **compact-size** cars unless a full-size car is required for travel of three or more suppliers traveling together. OUC will reimburse for fuel used in the rental car (receipt required) prior to returning to the rental car agency.

Lodging: OUC will reimburse a traveler for actual single rate room rental costs including taxes for each day that lodging away is incurred on behalf of OUC for business related activities at a reasonably priced, conveniently located hotel. The hotel folio should be retained for support if requested by OUC at a later date.

Meals and incidental per diem: These costs are included in a daily per diem rate which is updated annually. OUC provides a daily per diem of \$50 on travel days (first and last day of travel) and \$60 for all other days regardless of meals provided.

- **Gratuities:** Baggage handler, bellman and housekeeping staff gratuities are included as part of the meal and incidental per diem and are not eligible for separate reimbursement

Communication Charges: OUC will reimburse a traveler for all business-related communication and internet usage fees incurred on behalf of OUC. These costs should follow the travel standard ensuring the most economical means is used.

Non-Reimbursable Expenses:

In addition, the following are examples of expenses that are not reimbursable by OUC noting that this list is not intended to be all-inclusive.

- Alcoholic beverages
- Gifts
- Medicines
- Laundry and dry-cleaning services
- Childcare or pet boarding
- Personal items (such as toothpaste)
- Lost or stolen items, including baggage
- Traffic or parking fines
- Entertainment (such as reading materials and in-room movies)
- Fuel charges by the auto rental agency
- Rental car “add-on” items, such as a navigation system
- Travel insurance or rental car daily collision, damage waiver or loss waiver insurance
- Luxury accommodations or luxury travel (such as upgrades and priority seating)
- Maintenance, damage, or loss associated with personal vehicle
- Excess baggage fees or excess baggage weight fees