



**SUPPLY CHAIN MANAGEMENT (SCM)
NON-EMPLOYEE TRAVEL AND EXPENSE POLICY**

Issued by: Supply Chain Management **Policy No:** 3205
Applicable to: Suppliers, Contractors, Consultants, and all other persons not directly employed by Sprint **Page:** 1 of 22
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See Exhibit B – Revision Summary

SUMMARY

Overview and Purpose

This Policy provides the minimum requirements for reimbursement of Non-employee business and travel expenses to meet Sprint standards. The Policy applies to all business travel expenses, as well as other miscellaneous Non-employee expenses incurred in the process of providing authorized services to Sprint.

Policy Owner

SCM Contracting
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Policy Reviewed By

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Application of Policy

Any questions regarding the application of this Policy should be directed to the following:

1. Travel questions contact: travelfeedback@sprint.com
2. Susan Spangler Manager, Travel Department, SCM

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1.0 GENERAL INFORMATION

1.1 Purpose

Sprint's Policy is to reimburse all Supplier personnel, including, but not limited to, Contractors, Consultants, and Non-employees for reasonable and necessary expenses, as defined as such within this Policy No. 3205. These expenses, if incurred by the Non-employee on behalf of Sprint pursuant to an Agreement or contractual service engagements, are reimbursable in accordance with this Policy. Sprint expects any Non-employee to be prudent with Sprint's funds when incurring business travel expenses and to view this Policy as a maximum under which expenses may be reimbursed by Sprint.

1.2 Scope

This Policy applies to all Non-employees providing services to Sprint and applies to all Sprint-related travel expenses and all other miscellaneous expenses.

This Policy provides the minimum requirements that a Non-employee must utilize in invoicing Sprint for reimbursement of Non-employee business travel expenses to meet Sprint standards. This does not preclude Sprint from establishing more stringent requirements within specific r Agreements for services with a Supplier or Non-employee. In the event of a conflict or inconsistency between this Policy and any Agreement with a Non-employee, the Agreement will supersede, unless any such conflict or inconsistency, at Sprint's sole discretion, lessens the responsibility of the Supplier in any manner. If the Supplier's responsibility is being lessened within the Agreement, this Policy exception must be approved by the Sprint Travel Department and approval must be documented within the Agreement.

1.3 Responsibility

The Supply Chain Management (SCM) function, in consultation with pertinent Sprint organizations, is responsible for authoring, communicating, administering, and enforcing all of the SCM policies.

Non-employees incurring business travel expenses, or any other expenses for which reimbursement is invoiced to Sprint by the Non-employee, while providing authorized services to Sprint are responsible for determining that the expense (i) is for a valid business purpose, (ii) is incurred solely in the process of performing services for Sprint as outlined under the respective Agreement, and (iii) complies with this Policy. Failure to abide by this Policy may result, at Sprint's sole discretion, in Sprint's rejection of certain expenses for reimbursement or other actions up to and including termination of the Non-employee's services to Sprint.

This Policy also applies to Non-employees who report labor in Sprint's Services Procurement (sPro) and who are responsible for completing and submitting expense reimbursement reports in sPro for reimbursement of business travel expenses in compliance with the guidelines of this Policy. Non-complying expenses will be deducted from the report and the associated invoice submitted to Sprint (i.e., short paid).

Sprint cost center managers, or designated individuals, are responsible for reviewing the travel and expense items on the Supplier's invoice to ensure all expenses are compliant with this Policy and valid and in support of Sprint's business objectives. However Sprint's inspection or (lack of inspection) will not constitute an acceptance or approval of any such expenses submitted by any Non-employee for

reimbursement, nor will it constitute a waiver by Sprint for the Non-employee to not fully comply with this Policy. Failure to abide by this Policy may lead to Sprint's decision to terminate any such Agreement for cause, or result in Sprint's decision to terminate the services, as determined at Sprint's sole discretion.

Any exceptions to this Policy must be approved in writing between the Non-employee and SCM Organization prior to any such expenses being incurred.

2.0 POLICY AREA

All disbursements, reporting, and other relevant processes pertaining to travel and expenses incurred by a Non-employee while providing authorized services to Sprint will follow the rules and guidelines set forth in this Policy.

2.1 Stakeholders

All Sprint business units and Sprint affiliates

2.2 Related Documentation

- Sprint Code of Conduct
- Code of Supplier Conduct
- HR Policy Regarding Use Of Contractors and Consultants

3.0 FORMS OF PAYMENT FOR TRAVEL EXPENSES

3.1 Sprint Corporate T&E Card

Non-employees will not be issued a corporate card by Sprint or its affiliates. Sprint employees are not allowed to use a company-issued credit card to pre-pay Non-employee travel.

For travel questions contact: travelfeedback@sprint.com

3.2 Out-of-Pocket Expenses

All expenses incurred by Non-employees are considered out-of-pocket. No charges incurred by Non-employees will be applied to a Sprint employee's Sprint Corporate T&E card. Non-employees must fund their own travel expenses in accordance with this Policy.

3.3 Cash Advances

Sprint will not issue cash advances to Non-employees. If a cash advance is required, the Supplier must provide the cash advance to the Non-employee.

3.4 Direct Bill

The direct billing of travel expenses to Sprint when a Non-employee is traveling on Sprint business is not allowed.

4.0 EXPENSE REPORTING

4.1 Receipts

Any expense submitted by a Non-employee to Sprint for reimbursement greater than \$25 must be included with a receipt that is subject to validation by Sprint. However, if subject to an audit the Non-employee will be responsible to provide all receipts. Sprint has the right to require all receipts at any time regardless of dollar value. Each expense for reimbursement must be specifically itemized and attached to the respective invoice. Any expense that is not

supported by an applicable receipt attached to the respective invoice will not be considered for reimbursement. These expenses include, but are not limited to:

- All out-of-pocket expenses greater than \$25;
- Lodging—Original hotel folio receipt required regardless of amount;
- Airfare—Original airline receipt required or itinerary/invoice from Sprint's Travel Management Company;
- Meals— Travelers will be reimbursed for actual personal meal expenses and are required to use a limit of \$60 per day. Original itemized receipts required for meals greater than \$25 (tear tab receipts are not accepted);
- Taxi/Uber -Original receipt required;
- Car Rental—Original receipt required for rental car and fuel regardless of amount; and
- Mileage—Mileage log listing the date and to/from location of each trip in a personal automobile required including trips between locations during the normal course of business.

4.2 Receipt Submission

To expedite processing of any Non-employee expense reimbursement request, all receipts must be taped to one side of an 8.5 by 11-inch sheet of paper and presented in a legible manner. Receipts must be submitted with the Supplier's respective invoice to Sprint, with the invoice being submitted as stated in the Agreement between the parties. If the Non-employee does not submit the original receipts, the Supplier is responsible for retaining the original receipt on file for audit by Sprint.

If an original Non-employee receipt for which reimbursement is requested is lost, or a receipt cannot be obtained, the item will not be reimbursed by Sprint unless Supplier can provide alternative supporting documentation that is acceptable to Sprint in its sole discretion.

4.3 Supplier Invoice Submission

Any invoice, and respective expense receipts, must include substantiation of the date, time, place, and business purpose for each of the expenditures requested for reimbursement from Sprint. Additional substantiation, which is outlined in subsequent sections of this Policy, is required for certain business travel expenses (e.g. ground transportation).

4.4 Approvals

Payment of any Non-employee expense is subject to Sprint approval. A Sprint manager must review any expense reimbursement request and provide the applicable approval. Approval by Sprint does not waive Sprint's right to any future audit of these expenses.

5.0 TRAVEL RESERVATIONS

Unless otherwise specifically stated in a duly executed Agreement between the parties, Sprint requires that any Non-employee be obligated to use the designated Sprint online booking tool or the Sprint Travel Management Company, as specified by Sprint at any time, to book all reservations for air travel, lodging, and rental cars in an effort to minimize transaction costs and to ensure selection of most logical flights (e.g. price, schedule), as recommended by the Sprint online booking tool necessary to meet Sprint business needs.

A Sponsor completes and approves the Non-employee travel profile form in order to establish a Non-employee travel profile and Non-employee's access to the Sprint Travel Portal (Sprint Contractor Profile Form – refer to Appendix C) Once the Sponsor approves the Non-employee travel form and upon receipt by Sprint's Travel Management Company of the completed Non-employee travel profile form, a preliminary profile will be created within 48 hours or at Sprint's discretion. The Non-employee traveler will receive 2 emails explaining how to complete the registration process and establish access to the Sprint Travel Portal. The Non-employee's Travel Profile will be housed on the Sprint Travel Portal as well as the link to the Sprint online booking tool and other travel-related information. To book travel, the Non-employee traveler must access their profile and complete the required TSA and credit card information.

For travel questions contact: travelfeedback@sprint.com.

6.0 AIR TRAVEL

6.1 General

When on approved Sprint business a Non-employee's air travel will be reimbursable if incurred in accordance with this Policy.

The requirements for booking air travel reservations can be found in [Section 5.0 Travel Reservations](#) of this Policy.

For travel questions contact: travelfeedback@sprint.com

6.2 Air Travel Accommodations

6.2.1 Pre-Approval Requirements

The following approvals are required prior to any Non-employee scheduling air travel:

- **DOMESTIC AIR TRAVEL.** All domestic air travel by Non-employees must be approved by the respective Sprint Executive responsible for the Business Unit associated with the services being performed by the Non-employee. The level of Executive authorization required is posted on the Sprint Travel Portal and must be reviewed prior to booking travel reservations.
- **INTERNATIONAL TRAVEL.** All international air travel by Non-employees must be approved by the respective Sprint Executive for the business unit associated with the services being performed by the Non-employee. The level of Executive I authorization required is posted on the Sprint Travel Portal and must be reviewed prior to booking travel reservations.

6.2.2 Selecting Air Travel Accommodations

All Non-employees approved by Sprint to travel for the purpose of providing services to Sprint must travel via coach class at the lowest logical airfare as recommended by the Sprint online booking tool, . Reimbursement of any exceptions to the Policy under this Section may be made only with the written approval of the Sprint Executive for the respective Business Unit associated with providing the services.

6.2.3 Booking Air Travel

Unless Sprint provides advance approval in writing of an exception condition, advance purchase fares must be booked as outlined in this Section 6 in order to obtain the lowest airfares. Non-employees must accept the lowest logical airfare, as recommended by the Sprint Travel Tool that is available within a two-hour window of desired departure or arrival, including connecting flights and alternate airports. Non-refundable airfare must be purchased whenever possible. Non-employees will be issued e-tickets for domestic travel, and when available for international travel. Paper tickets will only be issued when it is determined by the travel agent that e-tickets are not available.

6.2.4 Payment of Airfare Charges

Airfare charges must be billed to the Supplier's corporate card or the Non-employee's personal charge card. Under no circumstances will Sprint allow any travel expenses of the Non-employee to be direct billed to Sprint or billed to a Sprint employee's Sprint Corporate T&E card.

6.2.5 Restrictions

Sprint will only reimburse a Non-employee expense for reimbursement if such expense has been incurred for air travel on commercial airlines, provided such air travel is within the specifications of this Policy. The use of any privately owned or rented aircraft for Sprint business travel is not reimbursable under any circumstances.

6.2.6 Baggage Guideline

Baggage fee reimbursement guideline, for personal luggage, is listed below.

Length of Trip	Bags Allowed
< 5 days	1 Bag
5-15 days	2 Bags
> 15 days	3 Bags

Note: Baggage for business equipment, marketing supplies, etc. will be reimbursed.

6.3 Unused Airline Tickets

It is the Non-employee's obligation to contact the Travel Management Company, as specified under this Policy, immediately when an approved trip is canceled. Notification of cancellation must be provided immediately to expedite the refund process and avoid hotel no-show penalties or any other no-show penalties. Failure of the Non-employee to adhere to this process will result in Sprint not being obligated to reimburse the Non-employee for any such expense.

Unused non-refundable tickets for Non-employee travel authorized under this Policy will be reimbursed by Sprint if the trip was changed or cancelled by Sprint provided such cancellation notice is approved by Sprint Business Unit in writing. In any event, the ticket will be filed under the Non-employee's personal profile. If the Non-employee travels again for Sprint as provided under this Policy, then the Non-employee will be reimbursed by Sprint for the non-

refundable ticket provided that any such reimbursement is in accordance with this Policy.

7.0 LODGING

7.1 General

Lodging will be reimbursable for the Non-employee's travel on Sprint business if incurred in accordance with this Policy. Lodging will be reimbursed on actual cost rather than on a Per Diem basis or other types of fixed daily expenses amount established to be reimbursed to the Non-employee, regardless of whether the Per Diem or fixed daily expense amount has actually been incurred by the Non-employee for the respective day. Sprint will not, under any circumstances, even if outlined as acceptable in the respective Agreement, reimburse any expenses on a Per Diem basis or other fixed expense amount basis unless the Per Diem has been approved by SCM and the Vice-President of the Business Unit reimbursing the expense and the Per Diem charges will be lower than actual reimbursement.

The requirements for booking lodging reservations can be found in [Section 5.0 Travel Reservations](#) of this Policy.

For travel questions contact: travelfeedback@sprint.com

7.2 Selecting Hotel Accommodations

Non-employees on approved Sprint travel must use a Sprint preferred hotel unless: (i) there is no designated preferred hotel in the area; (ii) the employee is attending a conference or seminar which has its own negotiated rates; or (iii) space is not available at the Sprint preferred or negotiated rate hotels in the area, provided that any such exclusion as listed in this Section 7.2 is approved by Sprint. All such Non-employees on approved Sprint travel must book hotels through the designated Sprint Travel Management Company or Sprint online booking tool. If a preferred hotel option is not available, lodging rates for the hotel selected must be within the government Per Diem for the city in which lodging is required. Weekly or monthly lodging rates must be obtained when a Non-employee is on extended travel unless the Non-employee has an advanced exception approved by Sprint.

The Government Services Administration (GSA) Per Diem rates can be found at: gsa.gov.

7.3 Guaranteed Late Arrival

All lodging will be reserved in accordance with this Policy with a "guarantee for late arrival" using the Non-employees or Supplier's corporate charge card, unless otherwise directed by Sprint. Non-employees are obligated to verbally notify the Travel Management Company or the hotel directly when it is necessary to cancel a room that was "guaranteed for late arrival."

Non-employees are obligated to obtain a cancellation number from the Travel Management Company or the hotel. No-show charges will not be reimbursed for any Non-employee, with the exception that reimbursement may be provided in the event any such cancellation is done at Sprint's direction when job scheduling changes do not allow for a timely cancellation. It is at Sprint's discretion whether to accept or decline reimbursement of cancellation charges.

7.4 Payment of Lodging Charges

Lodging charges for any Non-employee will be billed to the Supplier's corporate card or the Non-employee's personal charge card. Under no circumstances are the travel expenses of the Non-employee to be direct billed to Sprint or billed to a Sprint employee's Sprint corporate card. The Non-employee is responsible for verifying that the rate charged by the hotel is the rate indicated on the itinerary received from the Travel Management Company.

8.0 GROUND TRANSPORTATION

8.1 Taxi/Uber Services

Taxi and Uber expenses are generally reimbursable, at Sprint's discretion, provided that such expenses are incurred solely for business purposes and solely by the Non-employee while on approved travel for Sprint. However, Non-employees are expected to use good business judgment in using such services and ensure that the most cost-effective mode of transportation is used.

8.2 Rental Cars

Rental cars may be used when the costs are not excessive in relation to other modes of transportation. The requirements for making rental car reservations can be found in [Section 5.0 Travel Reservations](#) of this Policy.

Compact to intermediate cars should be used for all rentals. When certain business circumstances require the use of larger vehicles, it is at Sprint's discretion whether to accept or decline any additional charges. Exceptions should be explained when the invoice for travel and expense items are submitted to Sprint.

Rental cars must be refueled at a gas station local to the point of rental return prior to the Non-employee returning the rental car to the rental car company in order to avoid paying the rental company's higher fuel prices. Fuel will only be reimbursed at the market price and for the actual amount of gas used during the rental period. Refuel options available directly from the rental agency will not be reimbursed for any Non-employee on approved travel status for Sprint under any circumstances.

8.3 Rental Car Insurance

When using one of the preferred rental car companies in the United States and Canada, insurance and damage waiver protection is included in the rate when the reservation is made through Sprint's online booking tool or Sprint's Travel Management Company. Therefore, all insurance options should be declined when using a Sprint preferred rental car company in the United States. Preferred car rental providers are clearly visible within the Sprint online booking tool. International car reservations do not automatically include insurance and damage waiver protection, so this coverage should be reviewed with the rental car company at the time of rental.

Acceptance of Personal Accident Insurance (PAI), Personal Effects Coverage/Personal Effects Provision (PEC/PEP), or additional motor vehicle liability insurance is at the discretion of the Non-employee and is not reimbursable by Sprint.

Non-employees are not insured against damage to the rental vehicle if the operator violates any of the material terms of the rental agreement, as determined at Sprint's discretion, including, but not limited to, abusing the vehicle, driving without a valid

driver's license, driving the vehicle recklessly, or driving under the influence of alcohol or drugs.

8.4 Personal and Supplier Owned Vehicle Auto Travel

The use of a personal or Supplier owned automobile is acceptable when the total cost would be less than that of commercial or public transportation including rental car, under normal circumstances. The Non-employee and Supplier are responsible for maintaining liability insurance for any Non-employee's personal or Supplier-owned automobile used for Sprint business. Sprint assumes no liability for additional costs or damages arising from the use of a Non-employee's personal or Supplier-owned car for business purposes.

Daily personal automobile mileage is capped at a maximum reimbursement per day of 200 miles, and will be reimbursed at the current IRS rate or as determined by Sprint. Non-employees must utilize rental cars when they anticipate incurring more than 200 miles per day in personal auto mileage.

All Non-employee and Supplier-owned auto travel expenses submitted to Sprint for reimbursement must be adequately substantiated using a detailed mileage log, which includes date, origination, destination, business purpose, and distance traveled. The mileage log must be submitted with the respective Supplier's invoice.

Non-employees will not be reimbursed for incidental in-town trip usage of their personal automobiles for any reason, unless otherwise specified in the Agreement and approved in advance by Sprint for isolated occurrences. The reimbursement will be for the actual amount of travel incurred by the Non-employee in excess of the amount normally incurred by the Non-employee for commuting to/from the Non-employee's regular work site. Reimbursement for regular commutes from the home of a Non-employee to the location where Services will be provided will not be reimbursed by Sprint.

8.5 Parking

Non-employees are expected to use good business judgment in selecting parking facilities for their personal auto or rental car. Both the parking facilities and the rates for those facilities should be reasonable. Non-employees are encouraged to utilize discounted parking options in cities where available. Sprint retains no liability whatsoever for any damage, theft, or other action taken against a Non-employee's personal or rental car and will not reimburse the Non-employee in any manner other than the approved and customary expenses outlined in this Policy.

9.0 MEALS

Receipts are required for Non-employee's Personal Meals greater than \$25. The use of tear tab meal receipts is not permitted. Alcohol will not be reimbursed under any circumstances.

9.1 Out-of-Town Meals

Personal Meals purchased while traveling out-of-town and overnight on Sprint business are reimbursable.

Contractors on approved travel status and traveling will be reimbursed for actual personal meal expenses which are limited to a maximum of \$60 per day.

Consultants on approved travel status and traveling will be reimbursed for actual personal meal expenses which are limited to a maximum of \$60 per day unless Sprint determines that a daily agreed upon Per Diem amount is acceptable and the SCM manager will note this Per Diem exception within the Consultant Agreement as long as the Per Diem amount does not exceed the Per Diem rate set forth by the GSA. The cost of meals (including taxes and tips) will not exceed the Per Diem rate set forth by [GSA](#). Meal receipts are not required for Consultant's set-up with the Per Diem exception. Per Diem rates for the first and last day of travel are calculated at 75%.

The GSA Per Diem rates can be found at: gsa.gov.

9.2 In-Town Meals

Sprint will not reimburse any In-Town Meals for Non-employee's , including any meals resulting from over-time or other hours worked in providing services to Sprint, regardless of whether such over-time or other hours was approved in advance by Sprint or simply worked at the Non-employee's discretion.

9.3 Business Meals

Sprint will not, at any time, reimburse Non-employees for business meals or entertainment of any kind, due to IRS regulations and internal Sprint policies.

If more than one Non-employee is an attendee for a Personal Meal, a single individual may pay for the entire meal; however each Non-employee must submit his or her Personal Meal expense individually with a receipt specific to the Non-employee's Personal Meal and specific to the reimbursement being requested.

If a Sprint employee is present at any business meal that includes Non-employees, then the Sprint senior employee must pay for the meal and submit the expense under the respective Sprint employee policy.

10.0 GRATUITIES

Reimbursement of gratuities is permitted for reasonable amounts paid in accordance with local tipping customs. For the purpose of seeking reimbursement, tips for Personal Meals and transportation, i.e. taxis, should be included with the cost of the Personal Meals or transportation, respectively. Other tips incurred on an exception basis and subject to Sprint's discretion for approval, should be reported separately and explained on the Supplier's invoice. No gratuity will be reimbursed by Sprint without an accompanying receipt that clearly outlines the service for which the tip is rendered.

11.0 TELECOMMUNICATION EXPENSES

As a general practice, Sprint will not reimburse for telecommunication expenses. This includes, but is not limited to:

- Telephones (including home phone lines and internet access charges);
- Wireless Telephones;
- Pagers; and
- Computer connectivity or related devices.

Reimbursement of any telecommunication expense will require advance written approval of the respective Sprint Vice President and will be considered under exception conditions. In the event such approval is granted, the Supplier will be

reimbursed only if (i) an itemized wireless telephone bill accompanies the reimbursement request, (ii) the individual being called is identified, and (iii) the subject of the call and how it relates to the services is identified.

12.0 GROUP EVENTS AND MEETINGS

Any group meetings and events that require the attendance of any Non-employee will be arranged by Sprint employees. The use of any outside agency to plan or arrange group events or meetings will be referred to Sprint Travel Department for consideration and approval (this includes Agreements with hotels, convention centers, etc.). Sprint will not reimburse a Non-employee for any such expenses unless there is an advance written agreement between the parties that is approved by Sprint authorizing such expenses.

All group meetings should take place at a Sprint facility when possible. Any off-site meetings must be pre-approved in writing in advance by a Sprint Vice President in charge of the Business Unit in which the expenses are to be incurred, and such written approval attached to the respective invoice as a part of the receipt seeking reimbursement.

13.0 NON-REIMBURSABLE EXPENSES

Non-reimbursable expenses include, but are not limited to, the following:

- Business gifts to fellow Non-employees or Non-employee's relatives, vendors, Consultants, Suppliers, service agencies, or their employees or relatives;
- Gift purchases for any occasion;
- Going away, welcoming, holiday, birthday, team building, Administrative Professional Day, Bosses Day, or other "special occasion" parties/activities/cards;
- Flowers;
- Sponsorship of teams (sports, music, intellectual, etc.) including fees to attend tournaments, purchase T-shirts, registration, etc.;
- Contributions or donations to charitable, political, and nonprofit organizations;
- Dues paid for membership in airline "VIP" clubs;
- Upgrade fees for hotel, airfare (seat upgrades, early check-in and standby fees), or car rental accommodation;
- Fees to join airline, car rental, hotel, or other frequent traveler clubs;
- Travel insurance coverage;
- Traffic tickets or fines for parking violations or moving violations while driving on Sprint business;
- Credit card annual membership fees, interest charges, and late charges assessed for delinquent credit card bills;
- Personal expenses incurred while traveling, such as haircuts, shoe shines, personal hygiene items, spas, massages, health clubs, movies, shows, newspapers, magazines, etc.;
- Laundry and dry cleaning services, except for trips 7 consecutive days or over, when such expenses have been approved in advance, in writing, by a Sprint Vice President;
- Jewelry, cash, or other valuables (such as cameras, camcorders, sports equipment, etc.);
- "In Lieu Of" costs (e.g. expenses incurred for such items as meals in reciprocation or acknowledgment for lodging, services, etc.);

- Clothing rental costs for business-related functions;
- Child or other dependent care costs;
- Animal care costs;
- Computer hardware/software, whether or not required for the performance of services;
- Office supplies/equipment/furniture;
- Personal organizers, PDAs, or other electronic devices;
- Automobile damage (to include insurance deductibles) incurred while traveling on Sprint business;
- Damage or vandalism to automobiles while on Sprint property or while in Sprint authorized travel;
- Guest travel;
- High Speed Internet access at home;
- In flight alcohol or alcohol purchases of any kind;
- Fuel, oil, and repair for personal and rental vehicles, except as specifically allowed under this Policy;
- Wireless phones or wireless phone usage, accessory hardware, replacement batteries;
- Entertainment clubs or other team-building activities;
- Sporting events or expenses incurred while attending sporting events;
- Copy services or presentation materials;
- Medical fees, services, immunizations;
- Foreign travel requirements, such as U.S. government issued passports or documentation requirements of other governmental entities, whether U.S. or foreign based unless such travel has received approval from a Senior Vice-President of Sprint within the business organization reimbursing for the expense;
- Services mobilization or termination costs of any kind, unless specifically authorized in advance under the Agreement between the parties; and
- Any expenses incurred while violating applicable Federal or State laws.

Sprint retains the right to amend the above list from time-to-time at its sole discretion.

14.0 RECORDS RETENTION

Any Supplier providing services to Sprint and seeking the reimbursement of expenses by Sprint must retain the original receipts and any associated supporting documentation for a period of time no less than 3 years from the payment of any Non-employee invoice by Sprint. Furthermore, Sprint will have the right to audit any expenses for which a Non-employee is reimbursed by Sprint, although Sprint's right to audit will consist of obtaining receipt copies and any supporting documentation of any expenses for which a Non-employee has requested reimbursement by Sprint, including all travel coupons and related itineraries. Any exception to this Section in an Agreement requires the approval of the SCM Sourcing Director. Each party will bear its own costs associated with any audit that Sprint may require under this Section.

15.0 WAIVER OF POLICY

SCM retains the right to waive any aspect of this Policy on a case-by-case basis at its sole discretion.

For travel questions contact: travelfeedback@sprint.com.

16.0 CONTRACTOR ACKNOWLEDGEMENT

All Non-employees depending on their traveling needs are required to acknowledge and sign either Appendix A or B.

Appendix A – Travel and Expense Acknowledgement	No Travel Required – Contractor Acknowledgement
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I hereby certify that I have read, understood and agree to the above Non-employee Travel and Expense Policy Acknowledgement. I further acknowledge that my position does not require travel.

Contractor Name (Print)

Contractor Signature

Date

Supplier Name

Appendix B – Travel and Expense Acknowledgement	Travel Required – Contractor Acknowledgement
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I hereby certify that I have read, understood and agree to the above Non-employee Travel and Expense Policy Acknowledgement. I further acknowledge that my Contractor assignment requires possible travel, and I have completed and submitted Appendix C as instructed in Section 5.0 of this Policy.

Contractor Name (Print)

Contractor Signature

Date

Supplier Name

Appendix C – Sprint Contractor Profile Form	Only to be completed if Sprint Contractor travels requires car, air & hotel.
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Sprint Contractor Profile Form

ALL INFORMATION WILL BE HELD IN STRICT CONFIDENCE

Sponsor / Contract Information: *Sponsor information required*

Sponsor Name:	Sponsor Email:	Sponsor Phone (10 digits):
Sponsor Business Unit:		Sponsor Cost Center:
Contractor Name:	Contract Firm:	Contract Expiration:
Contractor Cell or Home Phone: (10 digits)	Contract Hire Date:	Customer (DK) Nbr:
		3002230511

Traveler Information: *Legal name – should match the name on the Passport*

First Name:	Middle:	Last:	Suffix:
Date of Birth:	Gender (M/F):		

Traveler Address, Phone and Contact Information:

Company Name:		Business Address:	
City:	Province/State:	Postal/Zip Code:	Business Email:
Business Phone Number/Ext.:			

Privacy Statement:

Carlson Wagonlit Travel (CWT) agrees to the following:

- 1) The use of your personal profile information is for the sole purpose of finalizing travel arrangement;
- 2) The personal profile information will not be disclosed for any other purpose without your consent;
- 3) This information will be destroyed when it is no longer required by CWT at your request;
- 4) Personal profile information will be loaded into CWT's systems in accordance with the details you provide;
- 5) Personal profile information will be available for your review;
- 6) All data is housed in a secure environment and access is limited only to CWT employees; and
- 7) Personal profile information will be disclosed to 3rd party suppliers (i.e. airlines, hotels, car, wholesalers) for the sole purpose of travel reservations.

By completing this, I hereby authorize CWT to use my travel profile data as noted above. Furthermore I authorize CWT to charge my credit card(s) for airline tickets/travel documents, hotel reservation guarantees, applicable service fees and any other travel related expenses.

Traveler Signature

Date

Please email the completed profile to CWT at RMProfiles@carlsonwagonlit.com, or fax to 720-568-4770. All email must be sent via the individual email address of the traveler (e.g. jane.doe@abc.com) to qualify as electronic signature. We look forward to serving you. Thank you so much!

Exhibit A

DEFINITIONS SUMMARY

Agreement

A formal signed document between two or more parties, that contain the specific terms and conditions defining the parties' business relationship and in which there is a promise to do something in return for consideration.

Business Unit

A department, division, or functional area of Sprint representing a specific business function.

Contractor

An individual who is a W-2 employee of a company/agency or other separate legal entity or a 1099 subcontractor engaged to perform staff augmentation services such as administrative work, software coding, or technical or seasonal support as a result of a temporary increase in workload, staffing shortages, or other short-term needs on a time and material basis for a defined and limited period of time and:

- engaged to perform specific operational or technical tasks;
- work for a company/agency that describes one of its business lines as "temp agency," "contract labor," or "staffing services";
- do not provide services under a Statement of Work (SOW);
- is billed on an hourly basis, and may be eligible for overtime;
- uses Sprint tools, computers, and work space and requires daily badge access;
- adheres to a set schedule and follows Sprint specific work processes, etc.;
- in their work uses skills that are widely available and generally transferable; and
- is essentially used for staff augmentation or temporary labor.

Consultant

A W-2 employee or a 1099 status consulting firm/agency or other separate legal entity who are engaged to perform work subject to the terms of an Agreement and, if required, a Statement of Work (SOW) on a milestone and deliverable basis and:

- engaged to perform an analytical task or provide expert advice, oriented toward issues of strategy, business processes, or technology;
- in their work uses either a defined external methodology/approach suitable for the work product, specialized industry expertise, or subject-matter experience;
- has work product/performance that is deliverable-based, defined in a SOW, and is often milestone-driven;
- works for a company/firm that describes one of its business lines as "consulting", or "business solutions", or "professional services";
- is billed for a specific, fixed term for a fixed price;
- provides their own tools, computers, and work space and does not require daily badge access (IT may override due to requirements for access to network); and sets their own hours and determines by themselves how work is to be performed.

Executive

Sprint employee who is a VP or higher level employee is responsible for travel approval and exceptions as set forth on the Sprint Travel Portal.

In-Town Meals

Non-employee's meals in the Non-employee's home city or surrounding metropolitan area, as defined solely by Sprint.

Non-employee

Persons not employed as an employees of Sprint that are engaged through a contractual agreement for the purpose of providing services to Sprint.

Per Diem

A daily payment instead of reimbursement for actual expenses for lodging (excluding taxes), meals, and related incidental expenses. Per Diem allowance is separate from transportation expenses and other miscellaneous expenses but covers all charges, including any service charges where applicable for the following:

- (a) **Lodging.** Includes expenses, except lodging taxes, for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and services for fans, air conditioners, heaters and fires furnished in the room rate. Lodging does not include accommodations on airplanes, trains, or buses which is included in the transportation expense and is not considered a lodging expense.
- (b) **Meals.** Includes expenses for breakfast, lunch, dinner, and related tips and taxes, but specifically excludes alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.

Personal Meals

Meal expenses incurred by the Non-employee on approved travel status for Sprint when dining alone on an out of town business trip.

Policy

This Non-employee Travel and Expense Policy.

Sponsor

A Sprint employee who must complete and approve a Non-employee travel profile form in order to establish a Non-employee travel profile and access to the Sprint Travel Portal (Sprint Contractor Profile Form – refer to Appendix C).

Supplier

A company or organization providing goods and/or services to Sprint.

Exhibit B
REVISIONS SUMMARY

Date of Revision	Policy Revision Summary
2/7/2011	Revised "Sprint Contractor Profile Form".
7/30/2013	Added Baggage Guidelines, Section 6.2.6 and language on upgrades in Section 13.0
2/26/2015	The following are revisions of most interest: <ul style="list-style-type: none">➤ Changed all verbiage from Business Travel Ctr. or Supplier's Travel Agency to Travel Management Company➤ Section 5.0 – Travel Reservation➤ 6.2.1 Pre-Approval Requirements➤ 9.1.1 Out-of-Town Meals➤ Added Definitions Summary Page
12/04/2015	Minor changes throughout the Policy. Added Per Diem language in Section 9.1 for Consultants.