



## Supplier Travel and Expense Guidelines

All suppliers of Oracle are expected to follow Oracle's Travel and Expense guidelines to include the intent and spirit of the guidelines when definitive rules are not imposed. Suppliers can in effect be representing Oracle when working on Oracle projects and as such are expected to act accordingly in the best interest of Oracle.

All business related expenses submitted for reimbursement by Oracle must stand the test of reasonableness and are subject to approval and non-reimbursement if deemed excessive by Oracle. When in doubt obtain approval in advance from your hiring Oracle management.

### TRAVEL ARRANGEMENTS

#### ❖ Carlson Wagonlit Travel

Oracle's preference is that suppliers use Carlson Wagonlit Travel (CWT) Please contact your Oracle sponsor to initiate the Non-Employee travel approval process. This will enable access to Oracle Travel and ensure compliance with Oracle's Global Travel and Expense guidelines.

CWT contact phone numbers as follows:

Domestic & International Service - Monday - Friday 6am-6pm PST	800.624.3656 or 602.282.7042
24 hour Emergency Service: Within the U.S.	800.624.3656 or 602.282.7042
Outside the U.S.:	CWT EMEA +44 (0) 208 757 9000

#### ❖ Airfare

Suppliers must fly economy class for all travel and accept the lowest logical unrestricted airfare. Oracle will reimburse up to the lowest logical economy fare based on Oracle's discount fairing agreements, if any other class of service is utilized. Suppliers are encouraged to book a minimum of seven days in advance and to consider connections or alternative airports whenever possible, if there is a cost saving to Oracle. Suppliers may use their own mileage to upgrade however; suppliers may not request a higher class of service in order to qualify for an upgrade. Oracle expects Supplier to make choices based on the best rate possible, not on frequent flyer mileage offerings.

#### ❖ Hotels

Oracle expects suppliers to stay at Oracle Preferred Hotels whenever possible (ask your Oracle Representative for recommendations). Please ask for the Oracle rate when booking your rooms. Oracle expects suppliers to make choices based on the best rate, not on supplier incentive offerings. Hotel **"NO SHOW" CHARGES ARE NOT REIMBURSABLE** unless justified and approved by two levels of Oracle management. Email approval must be printed and attached to the receipt in order for NO SHOW charges to be reimbursed.

#### ❖ Car Rental

Use rental cars only if other ground transportation does not meet business requirements. Suppliers are expected to reserve the most economical car size to safely accommodate the number of expected passengers. Oracle does not reimburse for luxury or sports car rentals, nor provide any insurance coverage.

## REIMBURSEMENT

- ❖ All expenses over \$25 require a receipt.
- ❖ All expenses should be submitted within 45 days of the actual date incurred
- ❖ Dining expenses should not include the expense of alcohol and food cost must be reasonable
- ❖ Oracle will not reimburse for any shipping charges that are not directly related to the project for which supplier has been contracted.
- ❖ Laundry services may be expensed only if supplier is traveling five consecutive nights or longer.
- ❖ Phone Charges- Oracle will reimburse for all business related calls as well as one personal call per day when overnight accommodations are required and approved.
- ❖ Mileage reimbursement is at a rate not to exceed the IRS standard mileage rates at such time the travel is incurred. Personal vehicles should not be used if the mileage distance is greater than 100 miles.

## PER DIEMS

- ❖ Oracle reserves the right to pay either a per diem rate on a daily basis or for actual expenditures based upon the business/ project need for related supplier expenses.
- ❖ Oracle will not reimburse, nor may suppliers submit for reimbursement of both per diem and actual business related expenditures.
- ❖ Suppliers may not exceed the daily per diem allowances when used and seek reimbursement via other means.
- ❖ Per Diems must be agreed in advance by the hiring Oracle management and specified in writing on the corresponding agreement.

## INSURANCE

- ❖ **Oracle does not provide insurance of any kind for suppliers at anytime**
- ❖ This includes but is not limited to insurance for delayed/ lost luggage, personal property, travel accident insurance, AD&D insurance, rental car insurance, etc.
- ❖ Oracle will not reimburse supplier in the event of theft, loss, or destruction of supplier's personal property.
- ❖ Supplier must carry insurance as set forth on the applicable Oracle agreement under which Supplier is providing service.

**Oracle reserves the right to modify and change these guidelines at anytime without cause or notice.**

**It is the responsibility of Oracle suppliers to stay abreast of, and adhere to the current guidelines in effect as of the date(s) of service.**