

VENDOR TRAVEL AND EXPENSE POLICY

BILL & MELINDA
GATES *foundation*

Revised April 21, 2015

VENDOR RESPONSIBILITY

Meeting our mission to help all people lead healthy, productive lives requires careful stewardship of our resources. We take very seriously our responsibility to use our available resources wisely to ensure that they may have the greatest impact and we know you do too. With that in mind, we developed this policy to provide travel and expense guidance to individuals and entities with executed contracts to perform services for the Foundation.

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VENDOR TRAVEL AND EXPENSE POLICY

This policy applies to third party expenses incurred by vendors engaged by the Bill & Melinda Gates Foundation. You are advised to check back regularly as this policy may be modified from time to time. If you have any questions, please contact APInquiry@gatesfoundation.org.

A. SELECTION OF THIRD PARTY PROVIDERS

Unless specifically provided in your contract with the Foundation, you have complete discretion and control over the selection of third party providers.

B. PROHIBITED EXPENSE

- 1. Anti-Corruption and Anti-Bribery.** You may not offer or provide money, gifts, or any other things of value directly or indirectly to anyone in order to improperly influence any act or decision relating to Foundation business, including by assisting any party to secure an improper advantage.
- 2. Compliance.** You may only invoice for expenses incurred during the term of a fully-signed contract between you and the Foundation that provides for reimbursement of third party expenses. By submitting an invoice for expense reimbursement under a contract, you represent that the invoice is accurate and complies with the terms of the contract and this policy.
- 3. Equipment.** Unless specifically permitted in a contract, you may not invoice for equipment you purchase, including laptops, cell phones, mobile devices, or any other equipment. If a contract permits the purchase of equipment, you must allocate such equipment to public use at the Foundation's direction upon expiration or termination of the contract.
- 4. Other Specific Exclusions**
 - Airline change fees - *Unless due to Foundation-requested changes to your itinerary after purchase*
 - Airline upgrade or VIP club fees
 - ATM fees
 - Conference fees – *Unless attendance is required to perform the services (e.g., present a report)*
 - Foreign exchange fees
 - Gifts, grants, or donations
 - Health club services or gym entrance fees
 - Hotel loyalty or frequent-stayer program fees
 - Insurance of any kind (including air travel, auto, and health)
 - Invoice preparation costs (time and/or supplies)
 - Laundry or dry cleaning expenses
 - Meals of other Foundation vendors (each vendor should pay separately)
 - Personal guest costs (e.g., meals and lodging)
 - Personal travel expenses (e.g., sundries, recreational reading, movies)
- 5. Stewardship.**

The Foundation treats stewardship of its resources very seriously and reserves the right to deny reimbursement of any expense it reasonably determines to be inappropriate or excessive.

C. PERMITTED TRAVEL EXPENSES (expenses incurred while travelling on Foundation business)

1. Airfare

- Lowest available non-stop routed coach class fare unless one of the following exceptions apply.
- Should you wish to travel in a higher class of service than the foundation policy allows, this is permitted, however reimbursement will be limited to the in-policy fare.
- Business class is permitted for international flights with duration of more than five (5) hours actual airtime, including domestic connecting flights.
- Airfare may only be invoiced following completion of travel.
- Travel arrangements should be made 7 or more days in advance of domestic travel and 14 or more days in advance of international travel.
- Pre-paid seat assignments within the same cabin (example: economy plus or economy comfort) is allowed.
- Baggage fees, including oversize and/or overweight if transporting equipment, materials, or supplies required for foundation business.

2. Ground Transportation

- Taxis are preferred; town cars permitted if for a valid business reason.
- If renting a car, midsize is appropriate; larger is permitted if for a valid business reason.
- If using a personal vehicle in the U.S., mileage may be invoiced at the current rates established by the U.S. Internal Revenue Service
- If using a personal vehicle outside the U.S., mileage may be invoiced at documented standardized rates from the applicable country(ies).
- Economy or business class rail travel is permitted.

3. Lodging

- Wi-Fi expense for foundation business is permitted

United States	
Daily Maximum	Description
\$400 (US)	New York City
\$350 (US)	Washington DC
\$300 (US)	San Francisco
\$250 (US)	All other U.S. locations, except Seattle
\$200 (US)	Seattle

International	
Daily Maximum	Description
\$450 (US)	London **Inclusive of the 20% VAT
\$400 (US)	Geneva, Paris
\$350 (US)	Abuja, Bangalore, Davos, Johannesburg, Lagos, Stockholm
\$300 (US)	All other international locations

4. **Meals.** Following are the daily maximums, per attendee, allowed for meals. The maximum amount includes any daily combination of meals, snacks, minibar, beverages (non-alcoholic and alcoholic), tax and tip. Please note that this is a daily maximum, not a per diem.

Daily Maximum	Description (actual expenses only; per diem rates not permitted)
\$125 (US)	When traveling and dining in any location other than the cities cited below
\$175 (US)	When traveling in the following: Amsterdam, Barcelona, Beijing, Berlin, Brussels, Davos, Dubai, Frankfurt, Helsinki, Geneva, London, Oslo, Paris, Rome, Stockholm, Sydney, Tokyo, Zurich

5. **Visas, Travel Vaccinations and Medicine.** You may invoice the cost of obtaining visas and any CDC-required vaccinations and/or medicines necessary for Foundation-approved travel.

D. COMBINING BUSINESS AND PERSONAL TRAVEL

When combining Foundation business and personal travel, you must obtain a pre-trip quote for the business portion of airfare and lodging from Travel@gatesfoundation.org and invoice only up to the quoted amount. Pre-trip quotes will be issued in line with our policy of 7-day advance purchase for domestic flights and 14-day advance purchase for international flights.

E. RECORD KEEPING

To the extent of any record keeping obligations you may have under your contract with the foundation, you must maintain the following documentation to support any invoiced expenses:

- Receipts for each expense over \$75
- Proof of payment, travel, traveler name, dates of travel, and destination (e.g., boarding pass)
- Copy of any pre-trip quote(s) for class upgrades or combined business and personal travel

F. USE OF THE FOUNDATION TRAVEL DESK

You may make Foundation business travel arrangements (airfare, lodging, and ground transportation) by contacting the Foundation travel desk at [206-709-3597](tel:206-709-3597). By making your travel arrangements, the Foundation can provide you with knowledgeable travel agent support, ensure your arrangements comply with the Foundation's travel and expense policies, and access the Foundation's globally-negotiated volume discounts. Use of the Foundation travel desk is subject to the following restrictions:

1. **Personal Arrangements.** The Foundation travel desk can arrange business-only travel for the Foundation. You must arrange trips that combine Foundation business and personal travel and request reimbursement.

2. **Airfare.** The Foundation travel desk will book and pay for airline tickets. When possible, itineraries are (in order of importance) non-stop routes booked with the foundation's preferred carriers, for the lowest possible fare available at the time of booking, and on the preferred departure date and time. These priorities override personal preferences or frequent flyer program considerations. Upon request, the Foundation travel desk will book an upgradeable red-eye flight, even when it is not the lowest-priced fare, to enable you to use your personal frequent flyer miles should you wish to upgrade.

The Foundation travel desk is not responsible for managing your mileage accounts.

3. **Ground Transportation.** When appropriate, the Foundation travel desk will arrange and pay for town car service in the destination city, but not within your home city where it is expected you will drive your personal vehicle or utilize taxi service. The Foundation travel desk will help book rental cars through Foundation-preferred providers, but it is unable to pay directly. You must provide the Foundation travel desk with a credit card number to hold the reservation and submit an invoice for reimbursement.
4. **Lodging.** The Foundation travel desk will book and pay for hotels. In cities where the Foundation has established rates with a specific hotel, it will book a room at that hotel. In cities where the Foundation has established rates with more than one hotel, you may choose between the preferred hotels. In cities where the Foundation does not have a preferred hotel or when all preferred hotels are sold out, the Foundation travel desk will book a hotel in accordance with this policy. The Foundation is unable to book accommodations at: Four Seasons properties (including Four Seasons Hotel, Beverly Hills Wilshire, Chicago Ritz, Regent Kuala Lumpur, Regent Singapore, and Grand Formosa Regent Taipei), Alderbrook Inn, Alderbrook Lodge, or Alderbrook Resort.
5. **Cancellations or Modifications.** Cancellation or modification of travel arrangements made by the Foundation travel desk must also be made through the Foundation travel desk.

G. REIMBURSEMENT PROCESS

1. **Invoices.** Consultants must submit incurred travel-related expenses to the Foundation on an invoice, summarized by the following categories:
 - Airfare expense
 - Lodging expense
 - Other expense
2. **Payment.** The Foundation will pay all complete, accurate and approved invoices for allowable expenses pursuant to a signed contract. If you have any questions about payment status, please contact our accounts payable team at APInquiry@gatesfoundation.org.