

VSP'S SUPPLIER TRAVEL AND EXPENSE GUIDELINES



Suppliers are expected to exercise prudent judgment when making and securing their travel in support of a VSP® engagement. Approval from the VSP Business Sponsor is required prior to making any travel arrangements. VSP travel booking guidelines are provided below and shall be followed in all cases. VSP will reimburse Supplier for actual, reasonable, and allocable expenses incurred when traveling on approved VSP business. Supplier travel not relating to a VSP engagement and approved in advance of incurring the expense and/or not conforming to the travel booking guidelines below shall be at Supplier's sole expense. All travel expenses shall be submitted to VSP for reimbursement within 60 days of the actual expense or final billing for the services, whichever comes first.

AIR TRAVEL

All travel must be booked in economy or coach class, unless otherwise authorized in writing by the VSP Business Sponsor responsible for the project budget. Supplier shall select the Lowest Logical Airfare ("LLF") which allows the Supplier to meet VSP business objectives. The LLF is defined as the least expensive airfare within a two (2) hour departure window. Airfare that is \$500 or higher than the least expensive airfare within policy guidelines will require Supplier justification and evidence of Business Sponsor approval. Airfare shall be booked as far in advance as possible in order to receive the lowest fare rates. Twenty-one (21) to fourteen (14) day advance booking is preferred.

HOTELS

Hotel night stays shall be at the most economical room class; either at VSP negotiated rates or Supplier's negotiated rate, whichever is lowest. Individuals that will be working at VSP on a long-term basis (more than two consecutive weeks) should use an extended stay hotel through which VSP has negotiated rates, such as the Marriott Residence Inn. Individuals that are not working at VSP on a long-term basis should use a hotel where VSP has negotiated short-stay rates. For assistance with VSP preferred hotel property locations, please contact VSP Corporate Travel at **916.851.4163** or **916.851.5134**.

AUTO RENTALS

Suppliers shall always secure the most economical rate for a mid-size car. Full size or larger vehicles are allowed only when being shared by three or more people. Whenever possible, multiple-same company travelers should attempt to minimize expenses by coordinating arrival/departure dates and times so that automobile rentals are shared and extra automobile usage is minimized. All cars must be refueled before returning to avoid fuel surcharges.

MILEAGE

Individual short-distance travelers using their personal vehicle will be reimbursed at the current reimbursement rate allowable for privately owned automobiles, as published by the U.S. General Services Administration (which is \$0.53.5 cents per mile, effective January 1, 2017), as amended from time to time.

MEALS

Meal receipts, with reasonable tip(s) included or other form of acceptable evidence will be reviewed by VSP to ensure appropriate and reasonable levels of meal expenditures.

MISCELLANEOUS EXPENSES

Certain miscellaneous expense items may be appropriate for reimbursement. Items that would be classified as acceptable Miscellaneous Expenses include:

- Reasonable tips to bellhops, porters, taxis, airport shuttle services, etc.
- Weekly laundry service for stays of longer than one week
- Gas for rental cars
- Tolls and parking
- Reasonable baggage fees (one bag only unless business need dictates otherwise)

EXCLUDED EXPENSES

The following items are generally excluded as an allowable reimbursable expense:

- Tools (desktops, laptops, cables, software, licensing, and maintenance)
- Cellular phones or “air cards” and cellular service
- Ergonomic products
- Internet service needed for remote access
- Airline upgrades (to either a higher class of service or any upgraded seating that incurs an extra expense)
- Southwest Early Bird check-in
- Entertainment (including, but not limited to, movies purchased during air flight)
- Travel insurance
- Hotel room upgrades
- Hotel no-show or cancellation fees
- Airline airport lounge fees

*Note: VSP requires receipts for all expenses submitted for reimbursement. VSP reserves the right to update its policies without written notice.



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