

# **Business and Travel Expense Policy**

## ***Statement of Purpose***

The purpose of this document is to describe the reimbursement policy for University of Phoenix (“UOPX”) suppliers while traveling for UOPX business purposes. UOPX will reimburse suppliers for authorized, actual, reasonable, and necessary travel expenses. Suppliers are expected to neither gain nor lose financially for travel reimbursements. These expenses must be within the guidelines described below and must be documented as this policy describes.

UOPX Strategic Sourcing & Procurement has responsibility for the development, coordination, and oversight of this policy to assure compliance.

## ***Air Travel***

Coach Economy Class and Business Class

For all air travel both domestic and international, suppliers are expected to fly the lowest direct airfare available and expected to book coach/economy class to all domestic locations. Flights within the US or within the same continent are not eligible for business class bookings unless express written approval from UOPX is received. Suppliers may fly business class on intercontinental flights with prior written approval by UOPX under the following condition: in instances pre-approved by UOPX where supplier’s physical condition limits their ability to fly coach class or non-stop flights over 6 hours.

Suppliers may upgrade from coach/economy at their own expense or use earned mileage from airline frequent flyer programs.

Suppliers shall be reimbursed for the lowest available fare. Trip should be scheduled far in advance to take advantage of discount air fares.

## ***Lodging***

Suppliers should stay in standard rooms in a safe, comfortable hotel.

Both UOPX policy and IRS regulations prohibit the use of any lavish or extravagant accommodations beyond the needs of a particular business situation. Failure to comply with this policy may result in the refusal to reimburse lodging expenses.

To control costs, UOPX encourages suppliers to use those hotel properties listed on UOPX’s preferred hotels properties list. Those properties are located near UOPX’s locations and meet a standard set of quality & amenity guidelines. A list of UOPX’s preferred hotel properties can be obtained by contacting your UOPX contract administrator.

## ***Meals and Entertainment***

It is UOPX’s policy to only reimburse for meals and entertainment directly related to business activities. Suppliers are expected to limit expenses to reasonable and actual; extravagant expenses are not allowed. Meals will be reimbursed only on approved invoices with receipts attached.

The following information must be included on the invoice as support for all business meal and

entertainment expenses:

- Name, title, and Company of all attendees
- Name and location of the establishment where the event took place
- Actual amount and date of expense, and
- Specific business topic discussed
- In the case of entertainment expenses, the specific time the business discussion took place (i.e., before, during or after the event).

#### *Car Rental and Ground Transportation*

Car rental may not be the most effective form of local transportation, considering time lost in acquiring and returning the car, rental fees, gas charges, and driving in a strange city. For short distances within a city, a shuttle, taxi, Lyft or Uber may be preferred.

UOPX strongly encourages the use of shuttle, taxi, Lyft or Uber services over car rental for business-related travel unless: (1) the vehicle is needed during the course of the event, (2) the existing shuttle, taxi, Lyft or Uber services cannot accommodate time constraints, or (3) lower total costs result from keeping the car. Expenses for shuttle, taxi, Lyft or Uber must be itemized and explained, with receipts included for individual fares.

If a car rental is applicable, suppliers are expected to rent an intermediate or mid-size car. Rental of luxury vehicles, convertibles, sports cars, and off-road vehicles are not allowed and shall not be reimbursed by UOPX.

#### *Non-Reimbursable Expenses*

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|--------------------------------------|---|
| *Any incentive gifts                 | *Mini-bar Items                           |
| *Movies, in-flight or hotel room     | *Alcoholic beverages                      |
| *Gift shop purchases                 | * Personal laundry or dry cleaning        |
| *Barber/hair stylist                 | *Manicurist, shoe shine, masseur/masseuse |
| *Airline club membership             | *Spa, health club/fitness center/gym      |
| *Traffic fines/court costs           | *Damage/theft/loss of personal items      |
| *late payments or penalties assessed | *Limousine service                        |
| *Telephone, including long-distance  | *Airline upgrades                         |

NOTE: An itemized receipt copy must substantiate lodging costs, airline travel, car rental, and any reimbursable expenditure.