

# Supplier Travel Expense Schedule

State Fund will only reimburse for reasonable travel expenses where pre-approved State Fund travel is required in connection with the Services<sup>1</sup>. Supplier<sup>2</sup> shall submit copies of all corresponding expense receipts (“Receipts”) with each expense report. State Fund may periodically amend this schedule which will be effective upon notice.

## 1 Reimbursable Travel Expenses

**1.1 Transportation.** For actual travel-related expenses, the following expenses may be claimed for reimbursement as long as Receipts are included with each expense report. Transportation related expenses under \$10.00 do not require a Receipt for reimbursement.

A Travel by Airline. Travel by airline is reimbursable at the actual ticket cost. All Supplier Personnel<sup>3</sup> traveling on approved State Fund business must book non-refundable, economy class, coach fare tickets. Each Supplier Personnel traveling by air must select the lowest possible fare, regardless of airline. Unless approved in advance and in writing by an authorized State Fund representative, State Fund will not reimburse for additional airline fees, penalties, or other costs incurred for revising or changing travel reservations.

B Travel by Personal Vehicle. Travel by personal vehicle is reimbursable at the then-current Internal Revenue Service mileage reimbursement rate for business travel, plus the actual costs of tolls and parking, unless the cost exceeds the comparable airline fare available. Substitution of air travel is required in advance by an authorized State Fund representative. Only one Supplier Personnel in a private vehicle may claim reimbursement when there are more travelers. Supplier Personnel must carpool to minimize travel related expenses whenever possible. The approved per mile rate will be deemed full reimbursement for all vehicle costs.

C Travel by Rental Car. Rental car travel is reimbursable at the actual costs of rental, gas, tolls, and parking, unless that total cost exceeds the comparable airline fare. Substitution of air travel is required in advance by an authorized State Fund representative. Rental cars must be midsize or smaller unless more than two Supplier Personnel share a car or large equipment must be transported. Car rentals must be used only when alternative economic public transportation is unavailable or impractical.

D Travel by Railroad, Bus, or Other Method. Fares for travel by railroad, bus, street car, ferry, local rapid transit systems, taxi, ride-booking service, shuttle, or hotel bus are reimbursable at actual cost. Taxicabs and ride-booking service should only be used for relatively short distances. Whenever possible, use hotel shuttles or other public transportation to and from airports.

**1.2 Lodging, Meals and Incidentals.** All items claimed for reimbursement must be for the actual amount of the expense. Receipts for lodging, meals, and incidentals are required and must show the name of hotel, restaurant, etc., date, and total amount of items claimed.

A Lodging. General business-class hotels are considered a reasonable expense. Lodging expenses are limited to \$200.00 per night (before local fees and taxes).

B Meals. Total daily meal reimbursement is limited to \$60.00 per day. The meal limit is not a per diem. Day-of-travel meal expenses may only be claimed for: (1) breakfast if departure is before 6 a.m.; and/or (2) dinner if arriving after 7:00 p.m.

C Gratuities. Tipping up to 20% on meals is reimbursable as part of the overall daily meal maximum.

D Incidentals. Actual incidental fees such as baggage check-in fees and laundry fees (if stay is four (4) nights or longer) are reimbursable up to \$15.00 per day.

E Not Reimbursable. State Fund will not reimburse for any alcohol beverages, food or beverage items consumed outside of meals, nor for any meals or entertainment for State Fund employees.

**1.3 Combined Personal and State Fund Travel.** All reimbursable travel expenses must be incurred exclusively for conducting approved State Fund business travel. State Fund will reimburse for allowable travel expenses in accordance with this schedule, even if the business trip is interrupted by other business travel of Supplier or Supplier Personnel vacation. Any other travel related expenses incurred by Supplier and Supplier Personnel are Supplier's sole responsibility.

## 2 Submission of Travel Expense Claims

**2.1 Supplier Travel Expense Invoice.** Supplier shall submit its request for reimbursement on company invoices as required in the Agreement's stated billing cycle. Reimbursable expenses must be supported by Receipts and records detailing the purpose of each expense. The invoice must include the name of each Supplier Personnel, the applicable State Fund location(s) and project(s), the travel dates, the business reasons for travel, the number of hours that the Supplier Personnel worked on each day of travel, and a description of the expense.

**2.2 Receipts.** Supplier shall attach all required Receipts when submitting expense reports to State Fund with invoices. Explanations must accompany invoices when a Receipt is not available. All submitted Receipts must be copies of originals, showing the date, cost, and nature of the expense. Supplier shall retain original Receipts and keep them available for two years after submission to State Fund for audit.

**2.3 Reimbursements.** Reimbursements will be made in accordance with Supplier's selection in the Master Agreement.

---

<sup>1</sup> Services means, collectively, the services, functions, responsibilities, and Deliverables set forth in each Statement of Work and the Agreement.

Deliverables means all items or works provided, or to be provided, by Supplier to State Fund as part of the Services.

Statement of Work means a statement of work or product schedule executed by the parties pursuant to the Agreement.

Agreement means the Master Agreement, all SOWs, schedules, exhibits, addenda, and other appendices that constitute the entire agreement between the parties.

Master Agreement means the parent terms and conditions document (excluding the schedules, SOWs, exhibits, addenda, and other appendices).

<sup>2</sup> Supplier means the contracting entity so named and referenced in the Agreement.

<sup>3</sup> Supplier Personnel means Supplier's employees, third party agents, independent contractors, consultants, and Subcontractors assigned to perform the Services pursuant to the Agreement.