



Supplier Expense Guidelines

TERM	Definition
Agreement:	means the agreement between the Client and the Supplier for the provision of the Services, which incorporates these supplier expense guidelines.
Client:	means the person purchasing the Services under the Agreement.
Services:	means the services being provided by the Supplier under the Agreement.
Supplier:	means the person providing the Services to the Client under the Agreement.
Supplier Personnel:	means employees, agents and officers of: (a) the Supplier; and (b) the Supplier’s subcontractors, who are engaged from time to time in the provision of the Services.

In providing the Services, the Supplier shall comply with the supplier expense guidelines set out below:

Air Travel:	<p>The policy for air travel for all Supplier Personnel is as follows:</p> <p>Every effort must be made to achieve the lowest cost Economy class ticket with preferred carriers (as the Client shall communicate to the Supplier), (“Preferred Carriers”) or low cost carriers (such as: easyJet, wizzair, and Jet2), (“Low Cost Carriers”). This will include:</p> <ul style="list-style-type: none"> • flying on both outward and inward flights with the same company; • early booking; • being flexible with take off times, while not disrupting the business need; and • restricted tickets with Preferred Carriers or Low Cost Carriers may be the best cost option. If this is the case, they must be used where ever possible, especially where the dates/times are almost certain. This will be the case for many business trips. <p>Low Cost Carriers can be booked under the following conditions:</p> <ul style="list-style-type: none"> • the Low Cost Carrier has a direct flight whereas the Preferred Carrier does not; • the destination is not serviced by a Preferred Carrier; • the Preferred Carrier offers only limited number of fare options in comparison to the Low Cost Carrier, bearing in mind the restrictions linked to the fare level selected; and • the total cost of the journey (time and money) does not exceed the fare levels set by Preferred Carriers. <p>When purchasing restricted tickets there will be occasions when trips are changed or cancelled. In this case Supplier Personnel should check the options with the travel agent/department by either paying to revise the ticket or to use it at a later date versus buying a new ticket. These combined costs can be lower than a flexible ticket. In the unlikely event that a higher class is cheaper than the authorized class on a routing, then the higher class may be used.</p> <p>The Client will only reimburse amounts actually paid by the Supplier Personnel. Any refund received by Supplier Personnel for down grading, re-routing or any other reason must be returned to the Client.</p>
Train Travel:	<p>“First Class” may be used when travelling by train in the provision of services to the Client.</p> <p>The Supplier may submit for reimbursement the invoice for a half price season train ticket (<i>Abonnement demi-tarif</i>) valid for a maximum of one year, in respect of its employees when travelling in the provision of services to the Client within Switzerland frequently enough to justify it.</p>
Public Transport & Taxis	Supplier Personnel shall use public transport where appropriate (e.g. airport train/bus shuttle services from an airport to the relevant local office).



	<p>Where it makes good business sense (for example, if there is no train service), the following may be used:</p> <ul style="list-style-type: none"> • taxis or equivalent (e.g. car rental); and • cars owned by Supplier Personnel, which use the Client will reimburse at its standard rates for such (although it is presumed that this will not make good business sense except within the same country).
<p>Accommodation</p>	<p>Hotel Rooms</p> <p>The Client has negotiated significant discounts with selected hotels and hotel chains in Europe (“Preferred Hotels”). The Preferred Hotels offer adequate locations near Client offices/plants and a high level services, quality and safety.</p> <p>Supplier Personnel shall follow the guidelines below:</p> <ul style="list-style-type: none"> • use Preferred Hotels wherever possible; • hotel reservations should be made in conjunction with the Client so as to obtain the benefit of discounted rates; • in case the hotel is fully reserved, select another one from the Preferred Hotels list; and • be aware of the special rebooking/cancellation deadlines and conditions. <p>The Supplier will not be reimbursed for room rent incurred, when Supplier Personnel stay overnight with relatives or friends.</p> <p>The Supplier is responsible for cancelling Supplier Personnel reservations either through the appointed travel agent or to the hotel directly. “No shows” will be reimbursable only with the written authorization of the Client representative.</p> <p>Charges for access to fitness centres and pools while travelling are not reimbursable.</p> <p>Laundry and Valet Services</p> <p>Reasonable expenditure for valet (ironing and pressing of clothes) and laundry services is reimbursable when a member of Supplier Personnel is away from home for more than eight nights.</p>
<p>Meals</p>	<p>The Client will reimburse the reasonable costs of meals and beverages if incurred in accordance with the following guidelines:</p> <ul style="list-style-type: none"> • meals and beverages must relate to time spent on business trips in the provision of services for the Client; • the cost of meals should be appropriate to the nature of the business trip and consistent with a normal, reasonably modest, standard of living; • lavish and extravagant meal expenses will not be reimbursed and meal tips should be consistent with local custom; • the consumption of alcoholic beverages with meals and at other times must be reasonable and limited; and • when one person pays a group expense (meal or bar), the names, a reference to the services being provided to the Client, the name of the Client representative responsible for the services, and the business reason must be noted.
<p>Telephone calls while travelling</p>	<p>The Client shall reimburse reasonable expenses for business calls provided the Supplier gives the reason for the call and the details of the person called.</p>