

## JPMorgan Chase Bank N.A. Supplier Travel and Expense Policy

The JPMorgan Chase Bank N.A. Supplier Travel and Expense Policy (“Policy”) applies to a supplier of products or services (“Supplier”) to JPMorgan Chase Bank, National Association (“JPMC”), or a JPMC affiliate(s). For purposes of this Policy, “Supplier Personnel” will include Supplier’s employees, temporary employees, independent contractors, subcontractors, agents or any other person or entity acting on its behalf.

- a) JPMC and Supplier agree that all budgets, approvals and other relevant information relating to any travel and expenses incurred in order to provide products or services on behalf of JPMC must be mutually discussed, pre-approved and documented in a written instrument and signed by both parties in advance. Unless specifically authorized in writing by JPMC, no travel and expense costs will be reimbursed by JPMC.
- b) JPMC will only reimburse Supplier for actual, ordinary, necessary and reasonable travel and expense costs. The reasonableness of any expense shall be determined by JPMC in its sole and complete discretion. JPMC and Supplier must specify in the applicable Schedule or Task Order the maximum amount that JPMC will reimburse.
- c) Unless otherwise authorized by the JPMC Relationship Manager or JPMC Project Manager with appropriate authority, a Supplier shall not submit for reimbursement any amount which exceeds the limits previously authorized by JPMC. For purposes of this Policy, the terms JPMC Relationship Manager and JPMC Project Manager will jointly and severally be referred to as the “JPMC Manager”.

### 1) TRAVEL EXPENSES

No “per diems” or other daily allowances are allowed in the U.S. Per diems and/or other daily allowances in non-U.S. locations will be evaluated on a case-by-case basis and must be pre-approved by the JPMC Manager in writing. Evidence of expenditure (e.g., original receipt) is required to be retained by Supplier for any individual expenditure over U.S. \$25 and shall be provided to JPMC upon request.

### 2) AIR TRAVEL

Supplier Personnel must fly in economy or coach class and select the Lowest Logical Airfare (“LLA”) which allows the Supplier Personnel to meet JPMC business objectives. LLA is the lowest priced, non-stop flight on any major carrier within a two-hour window of the requested departure or arrival time. If there is no non-stop available flight, the LLA is the lowest priced connecting flight that does not increase the total travel time by more than one-hour over the requested connecting flight.

Supplier must provide an explanation to the JPMC Manager upon submission of reimbursement if the actual fare used exceeds the LLA. If the fare difference is \$250 or more, Supplier must get an additional written approval from the JPMC Manager prior to ticketing, or the difference in price will not be reimbursed.

JPMC will not reimburse Supplier for first or business class travel expenses, except as follows:

- **Domestic** (within U.S. or Canada): One class upgrade on overnight flights with work the next day
- **International** (travel within Latin America, Asia Pacific, Middle East and Africa): Business class
- **International – Intercontinental** (e.g. Singapore – U.K.): Business class

Air travel is prohibited between New York and the following: Trenton, NJ; Wilmington, DE; and Philadelphia, PA.

JPMC will not reimburse any additional costs related to the accrual or administration of frequent flyer or other benefits.

If Supplier Personnel receive a full or partial refund from an airline for a business trip paid by JPMC, the refund must be paid to JPMC. This refund policy pertains to cash refunds, corporate credit card refunds and airline vouchers, where applicable.

Reservations should be made as far in advance as possible (i.e., at least two weeks prior to travel). Non-refundable tickets should be utilized whenever possible. Non-refundable tickets or applicable change fees will not be reimbursed if a trip is changed or canceled and the ticket cannot be re-used for JPMC-related business. Lost ticket application fees, extra leg room fees and charges for travel and luggage insurance are not reimbursable expenses. JPMC will reimburse reasonable baggage fees for one bag only.

If Supplier Personnel are assigned a JPMC Standard ID, such personnel must call Carlson Wagonlit Travel (“CWT”)

directly at 800.294.4625 (U.S.) in order to utilize JPMC travel discounts for JPMC business-related travel. Supplier Personnel outside the U.S. should engage the JPMC Manager to obtain an appropriate CWT phone number.

### **3) GROUND TRANSPORTATION**

Supplier Personnel should utilize the most cost-effective mode of transportation for their destination, keeping in mind safety for the particular location. Ground transportation will be reimbursed for shuttle, bus, and taxi or car rental subject to this Policy. If a rental car is necessary and approved by the JPMC Manager, an intermediate/mid-size car is the standard. It is Supplier and Supplier Personnel's responsibility to obtain and maintain appropriate levels of auto insurance. JPMC will not reimburse for any auto insurance costs.

Parking, taxi, gas and toll expenses will be reimbursed to the extent that they are necessary and reasonable. Rental cars should be re-fueled prior to return. Fines for parking, traffic violations or towing charges will not be reimbursed. If JPMC reimburses for a rental car and fuel costs, JPMC will not reimburse for driven mileage. Car service is prohibited (except in the UK after 10pm, New York after 9pm and Brooklyn after 8pm with JPMC Manager approval).

### **4) MEALS & LODGING**

Reimbursement for overnight lodging will be provided only if the overnight lodging is a JPMC business-related requirement and specifically pre-approved by the JPMC Manager. Supplier Personnel are to use standard single hotel accommodations at the prevailing commercial rates within a reasonable distance from the destination location. The use of high-priced rooms, suites, executive floors or concierge levels is not reimbursable. Hotels over \$300/night require the pre-approval by the JPMC Manager. Non-refundable lodging commitments or applicable change fees will not be reimbursed if a trip is changed or canceled. No-show charges incurred by failing to cancel unused hotel reservations will not be reimbursed.

JPMC will reimburse up to \$65 per day for meals, including tax and tip (Breakfast - \$10, Lunch - \$15 and Dinner - \$40). JPMC does not reimburse for lunch unless you typically bring your lunch each day to work or there is no JPMC cafeteria available. In the U.S., tipping up to 15% is warranted for good service and only exceptional service warrants a 20% tip. For non-U.S. locations, tipping should be calculated in accordance with reasonable and customary practices in the applicable location. If a hotel is utilized that offers free breakfast, additional breakfast expenses will not be reimbursed.

### **5) RAIL TRAVEL:**

Class of Service, Domestic or International is as follows:

- Economy/coach: trip that is 3 hours or less
- Business class: trip that is more than 3 hours

Exception: Business First when traveling on Eurostar between London/Paris and London/Brussels

Where customary, tickets for domestic rail travel should be purchased at the point of departure. When traveling on Amtrak in the U.S. and Canada, Supplier Personnel must book reservations at least three days in advance (when possible) directly with Amtrak via the Amtrak web site and obtain tickets at a train station kiosk. For non-Amtrak rail travel, Supplier Personnel should take reasonable steps to book reservations in advance via the lowest cost method (e.g., online).

### **6) PARKING EXPENSES**

Parking expenses incurred during business travel are reimbursable.

### **7) PHONE EXPENSES**

Phone expenses are not reimbursable by JPMC and should be at Supplier's or Supplier's Personnel's cost. If JPMC requires Supplier Personnel to travel internationally, JPMC will reimburse reasonable phone expenses (i.e. JPMC business-related and daily check-in with family) with prior written approval from the JPMC Manager. The lowest cost options should be utilized.

## 8) OTHER EXPENSES

All other expenses should be authorized by the JPMC Manager prior to incurring such expenses. Otherwise such expenses will not be reimbursed. Non-reimbursable items include but are not limited to the following:

- Barber/hairstyle fees
- Car washes, repairs, towing, and other types of maintenance
- Clothing, toiletries or medications
- Finance charges
- Fuel charges for personal vehicles
- Health clubs & beauty spas
- Personal housekeeping expenses while traveling for JPMC business
- Late fees of any kind
- Laundry and dry cleaning services if traveling less than 6 consecutive nights
- Medicine of any type (except for required international travel)
- Alcohol or other expenses of a personal nature
- Mini-bar/refreshment center charges
- Personal entertainment (newspapers, magazines, movies, etc.)
- Shoe repair
- Traffic violations, parking tickets, and related court costs
- Unexplained, excessive unreasonable or lavish expenses
- Uniforms

## 9) LOCAL TRAVEL

In order to provide cost-effective services to JPMC, Supplier shall use best efforts to supply qualified local personnel for performance of services for JPMC to the extent reasonably possible. JPMC shall have no responsibility to reimburse any travel expenses performed by local personnel supplied by Supplier. For the purposes of this Policy, the term "local" shall mean residence or Supplier designated office of the applicable personnel within a fifty (50) mile radius of the location where the applicable services are performed.

## 10) INTERNATIONAL TRAVEL

For international travel, currency exchange rates shall be indicated in all invoices or statements. Fees for currency conversion shall not be reimbursed. All expense limits in this Policy are in U.S. dollars. For international travel, the expense limit should be adjusted by the applicable exchange rate. Where appropriate, such as lower cost countries, any expenses submitted to JPMC for reimbursement should not exceed commercially reasonable rates for the international location.

## 11) REIMBURSEMENT

Supplier Personnel are to use their own personal or company credit card for travel expenses, and Supplier must submit an invoice to the JPMC Manager for reimbursement in accordance with the applicable Supplier agreement or purchase order terms and conditions. Submissions to the JPMC Manager for reimbursement must **reference a valid purchase order or valid Schedule referencing a valid Master Agreement**. Reimbursement requests and invoices which do not reference a purchase order or a Schedule (include CW#\_\_\_\_\_) will be rejected or returned to the Supplier. All expense claims shall be submitted within 10 days after the beginning of each month and no later than one (1) month after the date the actual expense was incurred. Spousal travel costs will not be reimbursed.

## 12) TRAVEL TIME

Travel time is not a reimbursable expense and will not be paid by JPMC.

## 13) GENERAL MINIMIZATION OF COSTS

JPMC would like to have very communicative relationships with its Suppliers and is always open to discussing lower cost options. If certain travel circumstances may be more beneficial to Supplier and JPMC yet would be exceptions to the Policy, JPMC may but is not obligated to consider such exceptions.

