



# Supplier Travel Policy

# Scope

As defined in agreement(s) between Truist and the Supplier, Truist may reimburse reasonable, out-of-pocket travel related expenses actually incurred for any work-related travel (excluding travel time), provided that all travel is approved by Truist in advance and comply with this Truist Supplier Travel policy.

This policy governs and provides efficient, reasonable and accountable guidelines for travel expenses incurred during the course of conducting Truist business, delineates those expenses which are eligible for reimbursement, specifies any financial and time limits applicable to such expenses, and defines the responsibilities of Suppliers engaged in Truist business.

All expenses must be submitted to Truist within 30-days of travel.



### **Travel Reservations**

The Truist Corporate Travel Program is designed to manage controllable travel expenses and create a cost advantage to Truist through volume leverage. Truist uses a third party Travel Management Company (TMC) to provide travel arrangements include lodging, air, rail and rental car reservations.

Supplier workers with Truist network access are provided access to an online travel booking platform for self-service needs; however, for complex scenarios, the worker may contact the TMC for agent assistance. Travel reservations made outside of these approved channels (online self-service or agent assisted) are considered to be in conflict with this policy and are subject to non-reimbursement.

### **Air Travel**

To obtain maximum discounts per fare, the Supplier should book tickets as soon as possible and no less than fourteen (14) calendar days in advance of travel with the lowest available, non-refundable coach airfare without regard to frequent traveler points.

Truist will not reimburse for upgrades. Fees associated with seat upgrades secured directly with the airline is considered a personal preference and the financial responsibility of the Supplier.

### **Baggage**

Where not included in the selected airfare, the Supplier may be reimbursed for up to one (1) checked bag; overweight fees are not reimbursable.

### **Private Aircraft**

Use of private aircraft by the Supplier for travel related to conducting Truist business is not permitted. Truist does not reimburse the Supplier for either direct costs of private aircraft travel or proxy costs (commercial aircraft equivalent or private vehicle equivalent) for travel performed in a private aircraft.





**Hotels and Lodging**

Suppliers are required to coordinate lodging needs via the designated TMC. The standard room shall be selected within the Truist hotel program. Rates may not exceed established city based room rate limits (rate excludes taxes and fees) published on the Corporate Travel site.

**Incidentals**

Surcharges for spas, fitness facilities, in-room movies, room damages, etc., are not reimbursable.

**Extended-Stay**

For business trips exceeding five consecutive business days, short-term assignments, or long term assignments, Suppliers may stay in an extended-stay hotel when it is less costly than an equivalent preferred hotel. Reservations must be completed via the TMC.

### **Meals and Sundries**

Truist provides travel meal coverage through reimbursement up to a stated limit when the Supplier travel requires an overnight stay. This meal coverage is eligible on the day of departure, full days on travel, and the day of return.

The daily meal limit is \$50 per day, inclusive of tips. Sundries, such as bottled water, snacks, and other incidentals, are included in the daily meal limit.







## **Ground Transportation**

When traveling on business, Suppliers should use the most cost-effective means available for transportation to and from airports and hotels.

### Rental Cars

Suppliers must rent a car when driving is the most efficient and cost effective option than air or rail travel; reimbursement for use of a personal vehicle; or the cumulative cost of taxi or sedan services. Suppliers may rent up to a standard or intermediate size vehicle, which provide more room for passengers and luggage. Costs for ancillary items, such as convertibles or GPS navigation systems, are not reimbursed by Truist.

### Rental Fuel Reimbursement

Truist reimburses gasoline/fuel expenses incurred during the use of a rental car. Gasoline refueling must be done prior to returning the rental car to the rental car agency thus avoiding higher fuel cost charged by rental car agencies.

### Mileage Reimbursement

For scenarios requiring use of a personal vehicle to conduct Truist business, mileage is reimbursed at the Truist published mileage rate.

### Taxis/Limousines/Car Service/Ride Share

Use of taxis, limousines, car services, or ride share services is reimbursable when it is the most economical or reasonable mode of transportation.



An aerial photograph of a large, multi-lane parking lot. The lot is filled with numerous cars of various colors, mostly parked in neat rows. There are several rows of trees planted along the edges and between the parking lanes, providing shade. The surrounding area includes some buildings and more trees, suggesting an urban or suburban setting.

## Parking

Truist only reimburses parking expenses while traveling on business which does not include a Supplier's Commute.

### Airport Parking

When traveling between home/office and the airport, Suppliers should use a shuttle, ride share, or taxi service when it is less expensive round trip, as compared to personal mileage plus parking expenses. Parking reimbursement may not exceed the most economical option posted for on-airport parking. Suppliers are encouraged to consider leveraging off-airport parking partners with whom Truist has negotiated rates.

### Hotel / Event Parking

Suppliers needing to park at a hotel or event venue shall choose the most economical option available while considering personal safety. Truist does not reimburse parking expenses related to events or extended hours at the assigned office location.



Additional information related to the Truist Travel Program is available on the Truist Corporate Travel Intranet Site, with specific travel related questions directed to [Corporate.Travel@Truist.com](mailto:Corporate.Travel@Truist.com).