# TRUIST HH

# **Supplier Travel Policy**



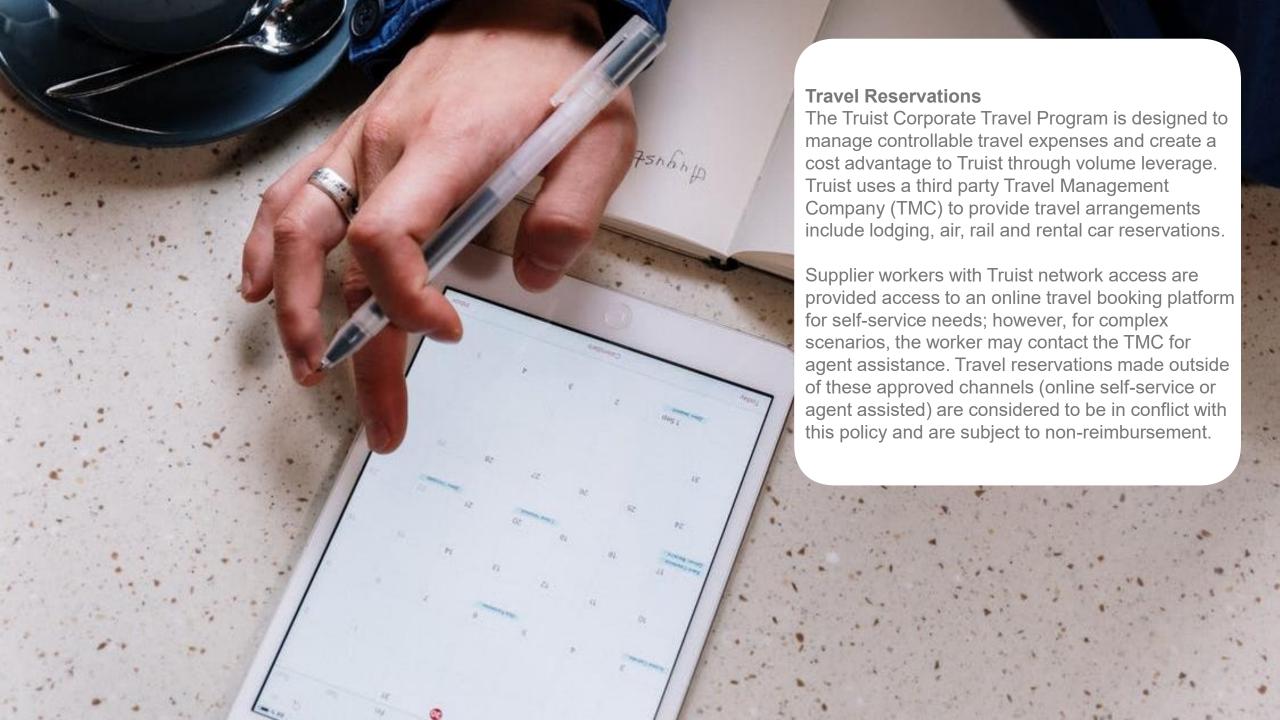
# Scope

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.





#### **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

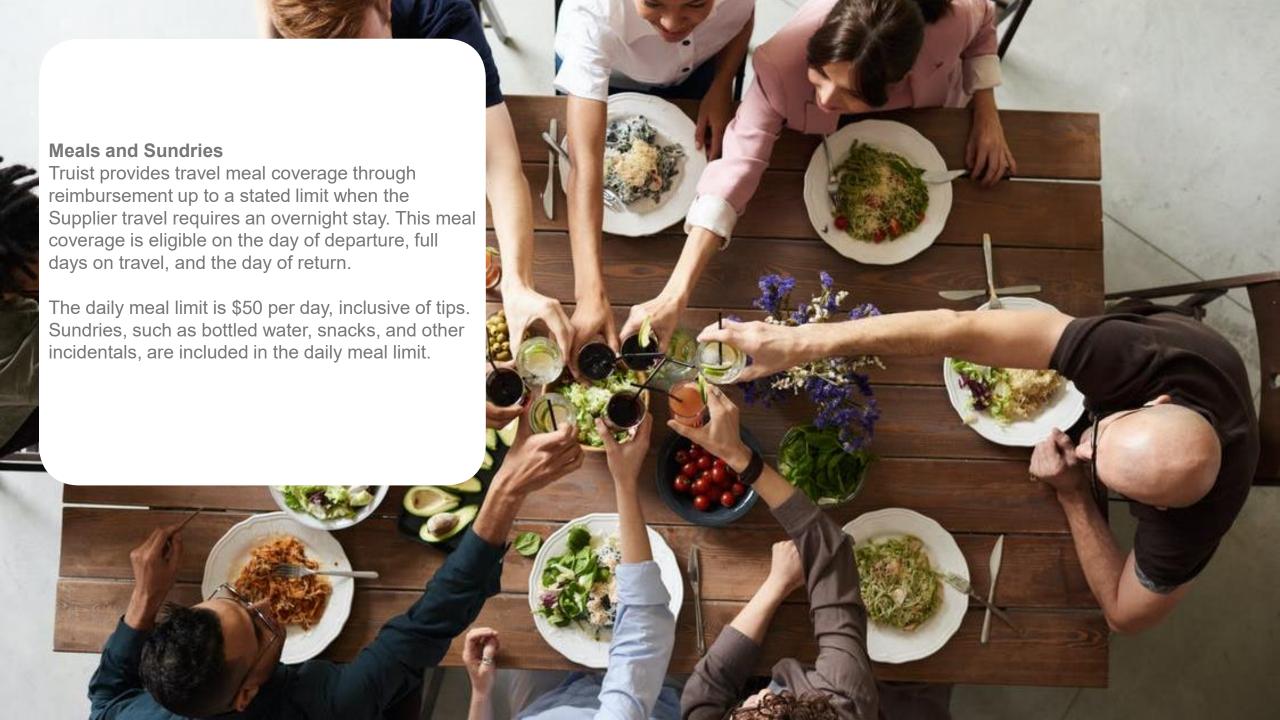
Where not included in the selected airfare, the Supplier may be reimbursed for up to one (1) checked bag; overweight fees are not reimbursable.

#### **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.









**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

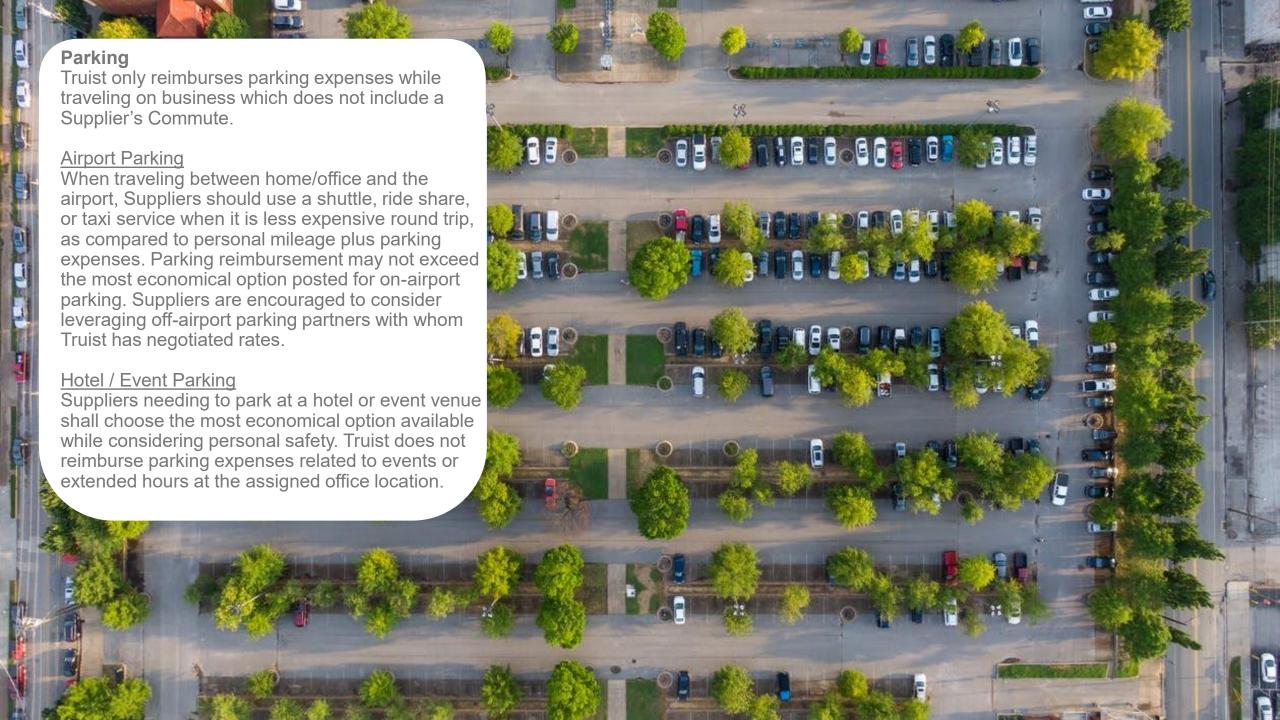
Truist reimburses gasoline/fuel expenses incurred during the use of a rental car. Gasoline refueling must be done prior to returning the rental car to the rental car agency thus avoiding higher fuel cost charged by rental car agencies.

## 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.



Additional information related to the Truist Travel Program is available on the Truist Corporate Travel Intranet Site, with specific travel related questions directed to <a href="mailto:Corporate.Travel@Truist.com">Corporate.Travel@Truist.com</a>.

