



Supplier Travel Requirements

The Supplier Travel Requirements documents the requirements necessary for reimbursable Supplier Travel.

1. Reimbursements

Supplier will be reimbursed for travel in accordance to the Agreement. Supplier must pay for all travel expenses upfront and then submit an invoice, including detailed receipts, and any other documentation needed.

All travel and expenses for Supplier must be invoiced on a pass through (no mark-up) basis and pre-approved in writing by a Moloco full time employee prior to any travel booking.

2. Travel Authorizations

Supplier must discuss travel plans with the Moloco full time employee and obtain written email approval for all reimbursable costs prior to booking any travel.

A Supplier who incurs travel related expenses other than as outlined or approved in these Requirements will not be reimbursed for those charges.

Any Supplier combining authorized Moloco travel with any other travel (visiting another customer, personal travel, etc.) shall only be reimbursed for the portion of travel authorized by Moloco. Clear documentation must be submitted with the invoice and approved prior to travel.

3. Air Travel

Supplier should book travel at the Lowest Logical Airfare and should make reservations at least two (2) weeks in advance to secure the best available rates.

Lowest Logical Airfare is defined as airfare that does not require more than one connection or unreasonable connection times.

Class of Service: All flights should be booked in coach/main cabin using the lowest applicable airfare as defined above.

4. Ground Transportation

Personal commute miles: personal commute miles are not reimbursable

Airport Transportation: Suppliers should use the lowest cost method for transportation to and from the airport.

Rail / Train: Rail/Train transportation is a reimbursable expense where rail/train travel is appropriate. Rail/train travel should be in the standard class of service.

Taxis: Moloco will reimburse taxi fares incurred. Receipts are required

5. Car Rental

Rental cars: Moloco will reimburse for rental cars required while traveling for Moloco business.

Compact or intermediate class cars should be used. Suppliers should refuel cars prior to return to avoid car rental refuel charges.

Rental Car Insurance: For international (non-US / non-Canada rentals), Supplier should accept both supplemental liability and collision insurance. Moloco will reimburse for these two types of insurance charges. No insurance is needed for rentals within the U.S. or Canada.

Parking and Traffic Violations: Supplier is responsible for any parking, traffic or other violations incurred while traveling on Moloco business. Moloco will not reimburse for such expenses.

6. Hotel and Lodging

Supplier should choose moderately priced hotels in the area (i.e. not significantly higher than that of the *average* rate for all hotels in the area).

Hotels should be chosen as close to the business location as is reasonable

Hotel / Lodging Receipts: Itemized hotel receipts showing all pages and proof of payment are required in order to receive reimbursement. Hotel receipts must show the bill was paid (\$0 balance) and all lodging expenses are visible (e.g., room service, telephone, parking, VAT taxes, etc.).

Hotel Cancellations: If Supplier's travel plans change, Supplier is responsible for canceling the hotel reservation within the hotel's established timeframe to avoid charges. The Supplier should retain a cancellation number as documentation.

Moloco will not reimburse for "no show" or other charges for hotel rooms when business travel is cancelled by Supplier.

7. Meals

Individual Travel Meals: Moloco will reimburse actual expenses for travel meals up to a daily limit of \$65 USD. This is not a per-diem amount.

8. Other Non-Reimbursable Expenses

In general, if these Requirements do not expressly identify an item as a reimbursable expense, then the Supplier should assume that it is not reimbursable. The following list includes, but is not limited to, the items and expenses that Moloco will **not** reimburse:

- Alcoholic beverages;
- Spa treatments, massages, other personal treatments;
- Clothing, shoes, coats, and other items of a personal nature;
- Equipment- cell phone, cell phone charges, computer equipment;
- Fines, parking tickets, traffic violations, etc.
- Loss – any loss of travel advances, airline tickets, cameras, cell phones, damage to any personal or business property
- Luggage – luggage, briefcases, backpacks, computer cases, etc.; including loss or damage to these
- Travel Insurance - Optional travel or baggage insurance
- Upgrades – Rental Car, Airline, Hotel, other

Please note that the above list is not exhaustive.