



Supplier Travel Policy

INGRAM MICRO TRAVEL & EXPENSE REIMBURSEMENT POLICY (Oct 2021)

1. SCOPE

This Travel and Expense Reimbursement Policy ("Policy") provides guidelines and establishes procedures for consultants, service providers and other non-employees ("Consultants") of Ingram Micro Inc. and its affiliates ("Ingram Micro") incurring travel and business expenses in connection with the performance of services to Ingram Micro.

2. RESPONSIBILITY

The Consultant is responsible for complying with this Policy. Ingram Micro assumes no obligation to reimburse Consultants for expenses that are not incurred in compliance with this Policy.

3. TRAVEL REQUIREMENTS

All Consultant travel, entertainment and other reimbursable expenses must be properly authorized prior to being incurred and must have a valid business purpose.

3.1 Travel Arrangements

All travel must be booked through cost effective measures. Consultant can book travel through Ingram Micro's designated travel agency. Ingram Micro will provide the Consultant with the contact information at its designated travel agency and will need to pre-authorize each travel bookings.

3.2 Preferred Travel Suppliers

Use of preferred primary travel suppliers is required by all travelers. A list of these suppliers can be obtained through Ingram Micro's designated travel agency. Exceptions must be approved by a Sr. Vice President.

3.3 Class of Airfare

Ingram Micro's designated travel agency will arrange the lowest cost airfare (e.g., coach or economy class) based upon the related travel circumstances. Less expensive, non-refundable airfares with restrictions are to be chosen over less restrictive, higher cost tickets. To obtain the best discounts, Consultants should book and purchase tickets as far in advance as possible. The best fares usually require 7-21 days advance purchase. In all cases of travel, Consultants should take the most direct and cost effective route to and from the business destination, regardless of airline preference. The following types of law fare alternatives should be considered in determining the lowest logical airfare:

- Lower cost non-preferred carriers
- Connecting and one-stop flights
- Non-refundable fares
- Off-peak flights
- Alternate airports
- Saturday night stay-overs
- Promotional bulk fares
- Advance purchase fares

3.4 Airline Frequent Flyer Programs

Frequent flyer programs will not be accommodated at Ingram Micro's expense. Ingram Micro will not reimburse Consultants using mileage tickets for travel.

3.5 Airfare Upgrades

Ingram Micro will not reimburse the cost of airline upgrades; however, Consultants may do so at

their own expense. Consultants are responsible for their own upgrade arrangements.

3.6 Private Aircraft

Ingram Micro will not reimburse the cost of private aircraft.

4. HOTEL RESERVATIONS

Consultant may select reasonable hotel accommodations based on the geographic location of the stay. Ingram Micro will not reimburse the cost of room upgrades. Consultants may upgrade at their own expense. Consultants can request to use Ingram Micro preferred hotel discounts.

4.1 Long-Term Hotel Stays

It is often possible to obtain low discounts for extended stays. Consultants involved in ongoing projects should inquire into long-term rates and alternatives.

4.2 Hotel Tipping Guidelines

Reasonable and customary tips for hotel staff are reimbursable. No receipts are required for tips.

4.3 Hotel Cancellation Procedures

Consultants are responsible for canceling hotel rooms. Ingram Micro will not reimburse "no show" charges.

4.4 Lodging in a Private Residence

Consultants may stay with friends or relatives, provided it does not have a negative impact on the business purpose of the trip. Ingram Micro will reimburse up to \$25.00 per night for either a host/hostess gift or restaurant charges up to a maximum of \$75.00.

4.5 Hotel Frequent Guest Programs

Many hotels have frequent guest programs that reward Consultants with free accommodations in exchange for a given number of paid room nights at the hotel. Consultants may retain awards from such programs for personal use, however, participation in these programs must not increase costs to Ingram Micro. Any membership fees associated with joining these programs are not reimbursable.

5. RENTAL CAR GUIDELINES

Consultants may rent a car at their destination when it is less expensive than other transportation modes such as taxis, airport limousines and airport and hotel shuttles. Consultants should rent intermediate or smaller-size rental cars. Full-size cars may be rented if three or more Consultants are traveling together. When picking up a rental car, Consultants should check with the rental car agent for any promotional rates or last minute specials.

5.1 Rental Car Upgrades

Ingram Micro will not reimburse the cost of rental car upgrades; however, Consultants may do so at their own expense.

5.2 Rental Car Insurance

Ingram Micro will not reimburse the cost of rental car insurance if the Consultant can obtain such insurance through other means at no additional cost (e.g. use of particular credit card, already covered under insurance policies of Consultant or Consultant's company).

5.3 Returning a Rental Car

When returning a car, verify that the correct rate was charged. Consultants should make every reasonable effort to return the rental car:

- Intact (i.e. no bumps, scratches or mechanical failures)
- On time, to avoid additional hourly charges
- With a full tank of gas, to avoid re-fueling charges

5.4 Rental Car Accidents

Should a rental car accident occur, Consultants should immediately contact the Rental Car Company, local authorities and Ingram Micro.

5.5 Traffic Violations and Fines

Ingram Micro will not reimburse the cost of traffic violations or fines.

5.6 Rental Car Club Memberships

Consultants may participate on rental car club membership programs, but Ingram Micro will not reimburse any related expenses.

5.8 Personal Automobile Use

Use of a personal automobile for business will be reimbursed to Consultants based upon prevailing rates. Prevailing rates will be updated and maintained by Ingram Micro's reimbursement policy. To be reimbursed for use of a personal car in connection with performing services, Consultants must provide the following information:

- Purpose of the trip
- Date and location
- Receipts for tolls and parking
- Mileage log

5.9 One-Way Rentals

One way rentals are allowed, however rental of a car of a one day trip is discouraged. Taxis or licensed ride share services are recommended in this instance.

5.10 Tipping Guideline for Taxis and Ride Share Services

Tips for taxi or licensed ride share services rides will be reimbursed up to 10% of the cost of the taxi ride. All tips must be submitted with Consultant's taxi expense receipt.

6. MEALS

Ingram Micro expects that its Consultants will have good meals in reasonably priced restaurants while traveling overnight away from home. However, it also expects its Consultants to exercise good judgment and avoid lavishness.

6.1 Meal Expenses

When traveling in the performance of services for Ingram Micro, Consultants will be reimbursed for actual documented meal expenses (i.e. with proper and original receipts) up to the maximum daily allowances. The maximum allowed is not to exceed the US Government daily Meals and Incidental Expenses ("M&IE") limit for your travel location. The M&IE limits can be found on the GSA website using the following link:

http://www.gsa.gov/portal/content/100715?utm_source=OGP&utm_medium=print-radio&utm_term=HP_01_Requested_povmileage&utm_campaign=shortcuts

6.2 Tipping for Meals

Tips included on meal receipts will be reimbursed up to 20% of the cost of the meal.

7. REIMBURSEMENT REQUIREMENTS

7.1 Documentation

Ingram Micro requires receipts for any single expenditure in excess of \$15.00, taped to an 8 ½" x 11" piece of paper, except sundry tips, mileage and other expenses that generally would not have a receipt. Consultants must submit the following documentation along with any invoice for travel and expense reimbursement:

- Air/Rail: Copy of emailed invoice/itinerary or credit card receipt
- Hotel: Hotel folio plus credit card receipt or other proof of payment
- Car Rental: Rental car agreement plus credit card receipt or other proof of payment
- Meals/Entertainment: Credit card receipt or cash register receipts (no restaurant tear tabs).

Each must contain an itemized statement.

- Original receipts for all miscellaneous expenses.

In addition, Consultant must submit such other documentation as may be reasonably requested by Ingram Micro. When a receipt is not available, a full explanation of the expense and the reason for the missing receipt is required (i.e. taxi, bus, toll, etc.). Submit actual bills/receipts whenever possible; photocopies require a detailed explanation as to why the original is unavailable. Receipts must include the date and dollar amount. The following receipts are acceptable:

- Original receipt completed by the vendor
- Customer's copy of credit card slip
- Credit card billing statement
- Original phone bill

7.2 Foreign Exchange Rate

Expenses incurred in a foreign currency should document the effective rate utilized to convert the expenses to the functional currency. If a credit card has been used for the expense, the actual rate received by the credit card company should be utilized. For example, if functional currency is U.S. dollars and travel expenses are incurred in British Pounds, the U.S. dollar amount to be reimbursed will be equal to the U.S. dollar amount reported on the credit card statement.

8. NON-REIMBURSABLE EXPENSES

Ingram Micro will not reimburse for the following:

- Airline club membership dues
- Airline upgrades
- Airphone charges
- Alcohol
- Annual fees for personal charge or credit cards
- ATM fees
- Barbers and hairdressers
- Birthday celebration expenses for Consultants (cakes, cards, gifts, etc.)
- Car washes
- Cellular phones and cell phone accessories
- Chauffeured limousines
- Child care
- Clothing
- Charge card late fees/finance charges
- Country club dues
- Duty charges on personal items

- Excess baggage charges (except for equipment required for the business purpose with a detailed explanation)
 - Expenses for travel companions/family members
 - Flowers for fellow Consultants
 - Golf fees
 - Gum, candy or cigarettes
 - Gym fees
 - Helicopter services for airport transfer
 - Hotel refrigerator rental fees (except if required due to medical condition)
 - Hotel upgrades
 - Hotel valet parking
 - In-hotel video games
 - Kennel fees or pet relocation
 - Laundry/valet services for trips of under 8 days
 - Loss/theft of travel advance money or Ingram Micro-paid airline tickets
 - Loss/theft of personal funds or property
 - Lost baggage
 - Luggage and briefcases
 - Magazines, books, newspapers
 - Manicures and pedicures
 - Medical bills incurred during domestic travel
 - Mini bar charges
 - Movies (including in-flight and hotel movies)
 - Non-compulsory insurance coverage (annual fee)
 - "No show" charges for hotel or car service
 - Optional travel or baggage insurance
 - Personal accident insurance
 - Personal entertainment, including sports events
 - Personal property insurance
 - Prescriptions and over-the-counter medications
 - Postage costs, outside of business purposes
 - Rental car upgrades
 - Repairs due to accident on personal vehicles
 - Routine maintenance/tune-ups of personal vehicles
 - Sauna's or massages
 - Snacks outside of breakfast, lunch and dinner
 - Shoeshine

- Souvenirs/personal gifts
- Spouse/companion travel
- Tipping/gratuuity greater than 20% of pre-tax amount will not be reimbursed
- Tobacco products
- Toiletries, such as toothpaste, toothbrush, etc.
- Towing charges
- Traveler Check fees