

## Overview

These FIS Supplier Travel Guidelines (“Guidelines”) provides the necessary information for suppliers to claim reimbursement for travel and other out-of-pocket associated expenses when providing goods and services to FIS. It is applicable to all worker / resource types including, without limitation, contingent workers, general contractors, auditors, consultants, direct/independent contractors, subcontractors, or any employee of a supplier of FIS that travels in connection with work performed under an applicable Engagement Document (collectively, “Travelers”).

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## Responsibilities

### For Suppliers

At all times, suppliers must:

- Use best efforts to limit the use of travel by supplying qualified **local** personnel for the performance of services for FIS to the extent reasonably possible.
- Require their employees to comply with these Guidelines.
- Obtain and maintain applicable travel insurance coverage for their employees.
- Pay and submit invoices for travel in accordance with the agreed upon process.
- Follow the required reimbursement procedures as outlined in the **Reimbursement** section.

### For Travelers

At all times, Travelers must:

- Conduct their business activities in full compliance with the [FIS Supplier Code of Conduct](#) while traveling on behalf of FIS.
- Minimize travel expenses whenever possible using the least expensive option that does not result in unreasonably ineffective use of work time.
- Before booking a trip:
  - Create a budget for the trip.
  - Obtain the appropriate pre-trip approval authorization e-mail from the FIS employee responsible for the Traveler/supplier engagement.
- Book and travel in accordance with these Guidelines.
- Use their own company or personal credit card for travel expenses, per their employer’s direction.
- Maintain applicable insurance coverage.
- Obtain, retain, and provide all the proper documentation as described in the **Reimbursement** section.

## Applicable Travel Guidelines

<p><b>General Guidelines</b></p>	<ul style="list-style-type: none"> <li>Local Travel: FIS shall have no responsibility to reimburse any local travel expenses, including same-day trips. For the purposes of these Guidelines, the term “<b>local</b>” shall mean locations within a fifty (50) mile radius of either a FIS or supplier office/designated workspace (e.g., WeWork), or as established by local law.</li> <li>Travel time is not a reimbursable expense and will not be paid by FIS, unless required by applicable law.</li> <li>Violation of these Guidelines will be subject to disciplinary action up to and including termination.</li> </ul>
<p><b>Commercial Air and Rail Travel</b></p>	<p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>Limit air travel to commercial airlines only.</li> <li>Choose the lowest reasonable airfare, including use of non-refundable tickets.</li> <li>Provide proper documentation supporting the coach/economy class fare ticket for reimbursement.</li> </ul> <p><u>Reimbursable Expense:</u></p> <ul style="list-style-type: none"> <li>Economy/coach class ticket fares, regardless of trip type, transportation mode, or trip duration                             <ul style="list-style-type: none"> <li>— If the supplier’s travel policy allows a higher class of service (i.e., premium economy, business, or first class) reimbursement will be made based on the standard coach/economy class fare for the same trip quoted by FIS’ travel agency.</li> </ul> </li> <li>Seat selection fees when airlines charge to reserve standard coach/economy seats.</li> <li>Baggage expense when the airline’s standard practice is to charge for the first checked bag.</li> </ul> <p><u>Non-Reimbursable Expense:</u></p> <ul style="list-style-type: none"> <li>Optional services including but not limited to fees for early boarding, preferential seating (exit, extra room, or other rows), class of service upgrades, lounge access, excess baggage fees, and entertainment including Wi-Fi.</li> <li>Personal items that are lost, stolen, or delayed in transit.</li> </ul>
<p><b>Hotel and Lodging Expense</b></p>	<p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>Standard single room.</li> <li>Avoid non-refundable, ‘pre-pay in full’ hotel rates.</li> <li>FIS negotiated hotel rates may be used by reaching out to the property directly and requesting the FIS program rate.</li> </ul> <p><u>Reimbursable Expense:</u></p> <ul style="list-style-type: none"> <li>Up to FIS city cap for the location. City caps are inclusive of taxes and fees, and available upon request with the FIS employee responsible for Traveler.</li> <li>Laundry services only in the event of an unexpected emergency or extended duration (&gt; five (5) nights).</li> </ul> <p><u>Non-Reimbursable Expense:</u></p> <ul style="list-style-type: none"> <li>Room upgrades and extra services such as internet, phone, spa, gym access, housekeeping, entertainment, etc.</li> <li>Laundry services when traveling for less than five (5) nights.</li> <li>No-show charges except with a valid cancellation number and clearly justification, approved by FIS in writing via e-mail.</li> </ul>

<p><b>Ground Transportation</b></p>	<p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>• Traveler is expected to use the most economical transportation. Consider shuttle services, taxis or ridesharing, ferry, and public transportation before renting a car.</li> <li>• If renting a car, the most economical car size to safely accommodate the number of expected passengers shall be used.</li> <li>• Rental cars are to be refueled before returning the vehicle to avoid higher fuel charges.</li> </ul> <p><u>Reimbursable Expense:</u></p> <ul style="list-style-type: none"> <li>• Reasonable airport parking, toll roads, fees, fuel, taxes, and associated surcharges while traveling on business.</li> <li>• Parking fees, toll bridges and toll road fees associated with the ride.</li> <li>• Collision / loss damage waiver and liability insurance, if not covered by supplier.</li> </ul> <p><u>Non-Reimbursable Expense:</u></p> <ul style="list-style-type: none"> <li>• Non-essential insurance.</li> <li>• Luxury, special vehicles, sport car rentals.</li> <li>• Valet parking.</li> <li>• Parking fees, toll bridges and toll road fees when not traveling for business including commuting expense.</li> <li>• Driven mileage or fuel for personal automobiles.</li> <li>• Fines of any type.</li> <li>• Optional services for car rentals including, but not limited to radio, GPS, on-the road support, car upgrades, etc.</li> </ul>
<p><b>Frequent Flyer/Frequent Guest Programs</b></p>	<p><u>Requirements</u></p> <ul style="list-style-type: none"> <li>• Travelers may retain credits from frequent traveler programs, however participation in these programs should not influence travel plans, routing requirements, etc., that will result in additional expense to FIS nor require an increase in travel time during regularly assigned working hours.</li> </ul> <p><u>Non-Reimbursable Expense:</u></p> <ul style="list-style-type: none"> <li>• Points or miles cost (or actual service cost) when applied towards payment of a FIS trip.</li> </ul>
<p><b>Cancellations</b></p>	<p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>• When a trip has already been approved by FIS and cancelled after the ticket / invoice was issued, Traveler shall inquire about using the same ticket for future travel for FIS or obtain a refund to be applied to any request for reimbursement.</li> <li>• Travelers are responsible for cancelling hotel rooms and must secure a cancellation number.</li> </ul> <p><u>Reimbursable Expense:</u></p> <ul style="list-style-type: none"> <li>• Expenses associated with trips that were approved in writing by FIS via e-mail and cancelled by FIS.</li> </ul> <p><u>Non-Reimbursable Expense:</u></p> <ul style="list-style-type: none"> <li>• Incurred travel expenses due to service(s) cancelled by Traveler, or not cancelled within the cancellation window.</li> <li>• Expenses incurred when a trip was not approved in writing.</li> </ul>
<p><b>Meals</b></p>	<p><u>Requirements:</u></p> <ul style="list-style-type: none"> <li>• Retain receipts of all meal expenses.</li> </ul> <p><u>Reimbursable Expense</u></p> <ul style="list-style-type: none"> <li>• Meal reimbursements (including non-alcoholic beverages and snacks) based on actual costs and subject to a maximum meal allowance of <i>up to</i> Seventy-Five and 00/100 U.S. Dollars (\$75) (or country local currency equivalent) per day (including tips, gratuities, room service fees and taxes).</li> <li>• A tip of <i>up to</i> twenty percent (20%) of a meal bill is considered part of this daily maximum meal</li> </ul>

	<p>allowance in countries where tips are customary.</p> <p><u>Non-Reimbursable Expense:</u></p> <ul style="list-style-type: none"> <li>• Alcoholic beverages.</li> <li>• Meals for other parties (including FIS employees and customers).</li> <li>• Per-diems, except where required by local law.</li> </ul>
<p><b>Miscellaneous Expense</b></p>	<p><u>Reimbursable Expense</u></p> <ul style="list-style-type: none"> <li>• Travel agency transaction fees.</li> </ul> <p><u>Non-Reimbursable Expense:</u></p> <ul style="list-style-type: none"> <li>• Phone expenses, internet, cell phone plans, data, texting, roaming or any connection costs.</li> <li>• Passport, visa, or any immigration-related costs.</li> <li>• Foreign conversion fees.</li> <li>• Medical expenses including vaccinations.</li> <li>• Small office, hardware, software, computer supplies, and lost items.</li> <li>• Personal credit/debit annual card fees, late charges and/or interest.</li> <li>• Criminal/civil fines or violations.</li> <li>• Tipping not related to meal or transportation (e.g., housekeeping, bellhop, etc.).</li> <li>• Loss of personal property.</li> <li>• Books, newspapers, magazines, memberships, subscriptions, etc.</li> <li>• Travel items (e.g., toiletries, clothing, luggage, briefcases, backpacks, laptop bags, etc.).</li> <li>• Entertainment (e.g., holiday parties, concert tickets, sporting events, and adult venues).</li> <li>• Spouse / partner, family, friends, or pet expenses.</li> <li>• Insurance (including but not limited to) personal health or travel insurance.</li> <li>• Membership, fees, subscriptions, and dues for professional or civic organizations.</li> <li>• Any non-business-related expenses including, but not limited to, personal travel, stops not essential for travel to / from a work location, travel-related expenses over weekends and / or holidays, family-related travel, companion travel, and any other related expenditures not addressed in these Guidelines are personal in nature and therefore non-reimbursable.</li> </ul>

## Required Documentation

Travel expenses are to be invoiced to FIS without any additional markup and must detail the nature of the travel, the itinerary, and supporting documentation including:

- Itemized folio receipts for lodging expenses and original receipts are required for, and precondition to, reimbursement.
- Receipts are required for all travel and expense items of Twenty-Five and 00/100 U.S. Dollars (\$25) or more and shall itemize the actual cost of transportation, lodging, meals actuals, and miscellaneous expenses.
- The e-mail authorization from FIS.
- An acceptable receipt is a document that contains the following information:
  - Traveler’s name.
  - Transaction date.
  - Merchant name.
  - Amount of time purchased (itemized receipt that provides the description and amount paid for each item(s); summary of total copy is not an acceptable receipt).
  - Indication that the purchase was paid.
  - Form of payment (cash, check, credit card, e-payment).
  - Rate of exchange detail form if the invoice/receipt does not match the amount on your personal credit card statement due to a currency conversion and/or overseas transaction charge.

— Personal check copies, company statements, quotes and generic “tear tab” or hand-written receipts are not acceptable receipts.

## Reimbursement

- Requests for reimbursement should be submitted in accordance with the process documented between FIS and the Supplier when establishing the Engagement.
- Ensure the accuracy and timeliness of expense submissions. Inaccurate, incomplete, or late submissions may result in delays in, or disqualification of, expense reimbursement.
- Travelers who submit timesheets in FIS’ vendor management system (“VMS”) must submit their expenses via the VMS.