

## Travel and Expense Instructions for Suppliers/Contractors/Consultants/Non-Goodyear Associates

Any travel and living expenses shall be pre-approved by Goodyear (GY), and shall be in accordance with Goodyear's travel policies and guidelines. All travel arrangements must be booked using GY's dedicated travel agency, BCD Travel (BCD). For frequent travellers, BCD may request that you use the on-line reservation system, Travel Connect. **BCD can be reached Monday – Friday, 8:00am – 5:00pm ET at 330-796-8891 or 1-800-321-9748.** Reservations placed after hours should be made on-line. BCD's after-hour service should only be used for emergencies, unless otherwise instructed.

### The following are portions of our travel and expense policy that would be applicable to our agreement:

1. **General:** Goodyear requires you to make a conscious decision around the number of associates that need to travel on any given trip. GY is not requiring that you reduce your involvement but that you consider value, cost and time.
2. **Airline Reservations:** All flights must be booked through BCD. BCD will book your flight arrangements in coach class at the lowest cost airfare within Goodyear's policy parameters. You will need to provide them your departure city, date of travel and approximate departure times. They will research a 2-hour time window using the departure/arrival times and may offer connecting vs. non-stop flights, alternate airports and airlines. You are expected to accept the lowest cost airfare within these parameters. Flights should be booked at least 72 hours in advance. Any variation to this process represents an exception to policy and will only be granted upon approval from GY Purchasing. Should your exception not be approved, you will have the choice to either purchase the ticket offered or pay for the difference yourself. Should you book through your own means, GY will reimburse the amount corresponding to the BCD suggested fare, the price paid, or \$200 per ticket, whichever is lowest. Note: BCD will send you an e-ticket with detailed travel information and confirmation numbers via e-mail or fax.
3. **Car Rentals:** All car rentals must be booked through BCD. One car rental is allowed for every two associates. BCD will book your car rental with GY's preferred suppliers. You shall not purchase insurance, refuelling services or optional equipment: these are non-reimbursable expenses. Cars must be refuelled before being returned. Should you rent through your own means, GY will reimburse the amount corresponding to the BCD suggested price, the price paid, or \$30 per day, whichever is lowest. Your invoice must contain a copy of the car rental bill, containing itemised information. Credit card receipts will not be accepted.
4. **Other ground transportation (e.g. shuttles, underground, taxi cabs):** A receipt must be provided for any journey of over \$20. For short stays (<1 week), you must use either your personal car to drive to your local airport and claim reimbursement for parking, or take a taxi, whichever is cheaper.
5. **Hotel Reservations:** Hotel reservations must be made through BCD. BCD will confirm your accommodations at preferred properties. They will advise you of our recommended hotels at the time the reservation is made. In many cases, the rate includes your room and breakfast. Your reservations will be guaranteed for a late arrival. Should you need to cancel your reservation, it is your responsibility to call BCD or the hotel prior to 4:00pm on the day of your scheduled arrival (unless otherwise noted). Reimbursable lodging expense includes the room charge, taxes, tips billed to a credit card-. Should you reserve through your own means, GY will reimburse the amount corresponding to the BCD suggested price, the price paid, or \$78 per night, whichever is lowest. Your invoice must contain a copy of the hotel bill, containing itemised information. Credit card receipts will not be accepted.
6. **Meals:** This category covers regular meals as a living expense, which are not taken with GY associates and/or GY clients. GY will reimburse a maximum of \$45 per day including tax and tips for meals taken outside of GY premises and outside of Supplier's premises. Submit only one meal per receipt. Meal receipts must be submitted regardless of the amount. Meal expenses should not be combined with other expenses: separate checks must be requested.
7. **Dinners, meals with GY and receptions:** This category covers meals taken with GY associates and/or GY clients. Generally, Suppliers shall not pay for GY associates' meals/receptions (whether at the Supplier's own location/city or a GY location or any other location) and expect to claim reimbursement from GY.  
Should active project work take place during the meal,
  - The GY associate(s) shall pay if food is ordered at GY premises or at a neutral location and work will be performed during the meal
  - The Supplier is free to pay and claim reimbursement if food is ordered at the Supplier's premises and work will be performed during the meal (invoicing GY the price negotiated with the restaurant, not the list price).Should NO active project work take place during the meal,

- and GY associates wish to invite a group to dinner, GY associates shall pay for the meal
- and there is a majority of GY associates/GY clients, GY associates shall pay for the meal
- and the Supplier considers it a cost of doing business/business development/relationship management, the Supplier will invite GY associates at their own expense.

Generally, GY associates traveling to Supplier locations must pay for their own expenses (outside of a “lunch’n’work” context).

8. **Entertainment:** Suppliers are not to entertain GY people at GY’s cost. As above, should the Supplier consider the entertainment a cost of doing business, the Supplier will incur the cost. If the entertainment is considered necessary by GY, then the GY associate(s) will pay for it.
  9. **Personal Cars:** if your personal car is used, the reimbursement is \$.46 per mile. Your invoice must state the itinerary and the number of miles travelled.
  10. **Expense Reimbursement:** All expenses must be paid for using your own credit card or your company credit card and submitted to Goodyear for reimbursement. No expense can be direct billed to Goodyear. All expenses must be **itemized**. Show the type of transportation used, such as air, taxi, rail, car rental, personal car, etc. and the amount paid. **Along with the cover invoice/summary, individual receipts are required for all expenses (BCD e-ticket, hotel bill, car rental bill, restaurant receipts, transportation receipts, etc.).** Receipts must show the Supplier’s name and address, date, amount and description.  
**Credit card receipts will not be accepted.**
- The following are *examples* of non-reimbursable expenses:
- Car rental insurance, refuelling service and optional equipment (cell phones, ski racks, GPS systems)
  - Bar bills (hotel or outdoors) and any alcoholic beverages
  - Airline club memberships
  - Traffic violation fines
  - Barbering and hairdressing
  - Shoe shine and dry cleaning
  - Newspapers, periodicals
  - Entertainment (e.g. pay-per-view movies, movie rentals, theatre, musicals etc.)
  - Unrelated purchases