

## BMW Supplier Travel Policy

1. This policy determines the principals for supplier's business travel related to a contractual obligation between the supplier and BMW.
2. For the avoidance of doubt, no travel expenses related to the supplier's participation in a Request for Proposal will be reimbursed by BMW.
3. Travel as defined under this policy includes but is not limited to the following: airline ticket, hotel room, ground transportation and meal per diem.
4. All travel must be authorized in writing in advance by the responsible BMW project manager.
5. Any travel related purchases must be obtained by either BMW Travel or the supplier, whichever is most cost-effective.
6. The supplier is responsible for the selection of the most cost-effective type of travel in all cases (time and expenses).
7. Any airline travel must be in Economy seating. Any exceptions must be authorized in writing in advance by the responsible BMW project manager.
8. Nightly hotel rates must not exceed below rates unless authorized in writing in advance by the responsible BMW project manager:

Tier	Cities (or within a 10-mile radius, as geo-coded by Concur)	Limit
1	All; except those to follow.	\$220
2	Atlanta, Austin, Dallas, Denver, Mexico City; Oakland, Portland (OR); Santa Barbara, Toronto, Nashville. Phoenix/Scottsdale, Fort Lauderdale/Fort Myers/Naples.	\$250
3	Chicago, London, San Juan, Seattle, Honolulu, Los Angeles, Miami, Palm Springs, Idaho Falls.	\$270
4	Boston, Mountain View/Palo Alto/San Jose, Washington, DC.	\$340
5	New York, San Francisco.	\$415
Munich	Must stay at a preferred hotel with BMW Group contracted rates (Oktoberfest and trade-fairs are exceptions); refer to the Travel Portal, the Concur system or the travel agency for contracted rates.	-

9. Meal Allowances/Per Diem will be reimbursed at the following rates:

Meal Allowances / Per Diem (USD)	North America	International
Breakfast	\$18.00	\$17.00
Lunch	\$20.00	\$28.00
Dinner	\$36.00	\$ 45.00

Total	\$74.00	\$90.00
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- 9.1. If suppliers choose to allow their employees spend at higher levels, suppliers accept sole responsibility for these overages.
- 9.2. No meal reimbursement will be made if the supplier is on a day trip.
- 9.3. If travel commences prior to 7:00 a.m. the first meal eligible would be breakfast. The last meal eligible will be lunch when arriving home prior to 7:00 p.m. and dinner when arriving home after 7:00 p.m.
- 9.4. Per Diem will be reduced for any of the below reasons:
  - a. If the hotel rate includes breakfast, breakfast will not be reimbursed.
  - b. If the supplier is attending meetings where meal functions are part of the agenda, those meals covered on the agenda will not be reimbursed.
  - c. If the supplier is working or attending a meeting at any BMW site where a cafeteria is onsite, lunch will not be reimbursed.
  - d. If BMW pays for either breakfast, lunch or dinner for a supplier, such meal will not be reimbursed.
10. All travel expenses (except meals) necessitated by business travel will be reimbursed by BMW pursuant to verified receipts. Meals are reimbursed based on a predefined rate (per diem) and will be paid in lieu of receipts.
11. Miscellaneous travel expenses necessitated by business travel will be reimbursed by BMW pursuant to verified receipts. Authorized expenditures include the following:
  - a. Car rental, limo (with authorization), On-Demand Transportation (taxi, Uber, etc.) (excluding Munich airport) and travel by other public transportation
  - b. Airline baggage fees (1 bag)
  - c. Parking and road tolls
  - d. Laundry if travel exceeds 3 nights (allowance starts on day 5: maximum \$15 / day)
  - e. Government mileage rate
  - f. Any changes in travel schedule that result in change fees as long as approved in writing by an authorized BMW manager
  - g. Gratuities, excluding meal gratuities if included in bill of fare (not to exceed 20%)
  - h. Credit card usage charges (with receipt)
  - i. Entrance fees to trade fares (if on official business)
  - j. Business Center Services, postal services, fax
  - k. Wi-Fi while at airports/aircrafts

