



Travel Policy for Suppliers

Effective October 28, 2019

Last Updated January 2025

Overview

This policy outlines the responsibilities of all Dick's Suppliers that are being reimbursed by Dick's Sporting Goods for travel related expenses. The purpose of the policy is to ensure that Suppliers can travel comfortably, be fiscally responsible, and comply with IRS requirements for reporting expenses. Below are important policy highlights:

- Airfare should be booked 14-20 days in advance.
- As of January 2025, Daily Meal Limit is \$74 (high-cost locations \$86). See Appendix.
 - Meals will be reimbursed up to \$74/\$86 a day for overnight trips only and not for day trips/visits unless approved by your manager.
 - Meals are only reimbursed for the actual meal expense up to the daily limit (this is not a per diem granted per day).
 - Limits are reviewed by the IRS annually; DKS will adjust accordingly when limits change.
 - Breakfast will not be reimbursed if provided by the hotel.
- Expenses should be submitted as soon as the trip is completed. Expenses submitted more than 45 days after travel will not be reimbursed.
- Itemized receipts, not credit card statements, must be submitted for all expenses.
- If traveling internationally, request information on international travel policies from your Dick's business contact.
- Expenses will not be reimbursed until all requirements of this policy are satisfied.
- This policy does not replace the obligation to obtain Dick's prior consent before incurring travel expenses.

Airfare

Airline travel should be used only when the distance of travel is greater than 200 miles from the Supplier's work location or residence. Please note the following:

- Reservations should be booked between 14 and 20 days in advance to obtain the lowest cost airfare.
- Coach class must be selected for all US domestic flights, and flights to Canada and Mexico.
- Non-refundable tickets should be purchased.
- Bag fees for a reasonable number of bags will be reimbursed (however fees should be considered in determining lowest-cost fare).
- Air phone charges are non-reimbursable.
- Frequent flyer program benefits can be retained for personal use; however, flight selection will be based on the lowest available airfare as defined in the Policy.
- Overnight Delays: Should an airline delay necessitate an overnight stay, the Supplier should actively attempt to secure complimentary lodging from the airline.
 - It is common practice for airlines to provide overnight lodging if they are at fault.
- No reimbursements for amenities that are incremental to cost of the airfare including phone charges, early bird check-ins, seat upgrades, seat pre-selection, priority boarding and other entertainment.
- Airport parking is reimbursable – lowest cost parking should be utilized. Please keep in mind the rate differences between extended stay and long-term parking.



Hotel

Suppliers are to stay at preferred properties with select services and amenities that balance comfort with cost effectiveness. For example, preferred properties may provide breakfast, but not have a full-service restaurant. Preferred properties include Holiday Inn, Hampton Inn, Hilton and Staybridge Suites. Please note the following:

- Room upgrades may be accepted if at no charge to company.
- Suppliers are responsible for canceling reservations. "No-show" charges are non-reimbursable.
- No reimbursements for amenities that are incremental in cost to hotel fare including phone calls, gym or spa, laundry, and other entertainment.
- Rewards earned by frequent travelers may be used for personal travel; however, participation in these programs may not influence hotel selection.
- All room charges must be grouped together, and the number of nights should be listed within the detail section, including applicable taxes. All other items (e.g., phone calls, room service, etc.) should be listed in the appropriate category by day.

Personal Meals

Personal meals are reimbursed based on the actual meal expense up to the daily limit, according to IRS guidelines for high-cost, and low-cost locations. Currently, meals will be reimbursed up to \$74/\$84 (Appendix) a day for overnight trips only and not for day trips/visits unless approved by your business contact.

Please note the following:

- Meal expenses are reimbursed based on the actual expense incurred up to the Daily Meal Limit.
- Tips are included as part of the daily limit.
- Suppliers are responsible for amounts over the daily limit.

Rental Cars

Enterprise Rent-A-Car, which includes the National Car Rental brand, is our preferred rental company. If you are traveling to a location that does not have an Enterprise or National facility, other providers may be used. Please note the following:

- Please ask your business partner to provide the Dick's Sporting Goods Enterprise-National discount code.
- Intermediate sized vehicles that accommodate up to 4 people are considered standard.
- Reimbursable expenses include parking, tolls and fuel if incurred on Dick's business and should be submitted independently on the expense report.
- Non-reimbursable expenses include tickets, fines, and refueling by agency.
- When picking up a vehicle, always check for promotional rates or free upgrades.
- Rewards earned by frequent travelers may be used for personal travel, however, participation in these programs may not influence vehicle selection.

In the event of an accident, Suppliers should do the following:

- Notify the police and get a police report number.
- Complete the rental car company's Incident Report and notify the rental car company.
- Notify your Dick's business contact of the accident.



Other Ground Transportation

Expense related to airport shuttles, taxis, Uber, and Lyft are reimbursable.

- Premium taxi or car service options are prohibited, including limousines and premium ride sharing such as Uber Black, Uber VIP, Uber/ Lyft SUV.
- Travelers must share rides whenever possible to reduce overall ground transportation costs.
- Free Airport and hotel shuttles must be used when available.

Any business mileage will be reimbursed at the IRS mileage rate.

Non-Reimbursable Expenses:

- Adult Entertainment & Gambling
- Annual Fees for Reward Programs
- Baby sitting
- Dry Cleaning
- Health Club Facilities, Saunas, Massages
- Late Fees (any)
- Laundry/Valet Services
- Loss/Theft of Personal Funds or Property
- Lost Baggage
- Mini-bar Refreshments
- Movies (both in-flight and hotel in-house movies)
- Office Supplies
- Operations costs (photocopying, printing, phone, facsimile, internet payroll or similar expenses)
- Overnight courier (if not requested by DKS)
- Parking or Traffic Tickets
- Personal Toiletries
- Pet Care
- Postage
- Rental Car Fuel Charges (see section: Car Rental/Ground Transportation)
- Rental Car Insurance
- Rental Car Upgrades
- Repairs due to Accidents
- Third party research/reports (if not expressly set forth in a SOW)
- Toll Violations
- Word processing/secretarial costs



Appendix A: High-Cost Meal Locations

High-Cost Meal Locations		
State	Key City	County and/or Other Defined Location
AL	Gulf Shores	Baldwin
AZ	Phoenix/Scottsdale	Maricopa
	Sedona	City Limits of Sedona
CA	Los Angeles	Los Angeles, Orange, Ventura, Edwards
	Mammoth Lakes	Mono
	Monterey	Monterey
	Napa	Napa
	Palm Springs	Riverside
	San Diego	San Diego
	San Francisco	San Francisco
	San Luis Obispo	San Luis Obispo
	Santa Barbara	Santa Barbara
	Santa Monica	City limits of Santa Monica
	South Lake Tahoe	El Dorado
	Sunnyvale/Palo Alto/San Jose	Santa Clara
	Yosemite National Park	Mariposa
CO	Aspen	Pitkin
	Denver/Aurora	Denver, Adams, Arapahoe, and Jefferson
	Silverthorne/Brecken ridge	Summit
	Steamboat Springs	Routt
	Telluride	San Miguel
	Vail	Eagle
DE	Lewes	Sussex
DC	Washington D.C.	(See also Maryland and Virginia)
FL	Boca Raton/Delray Beach/Jupiter	Palm Beach and Hendry
	Bradenton	Manatee
	Cocoa Beach	Brevard
	Fort Lauderdale	Broward
	Fort Myers	Lee
	Fort Walton Beach/De Finiak Springs	Okaloosa and Walton
	Gulf Breeze	Santa Rosa
	Key West	Monroe
	Miami	Miami-Dade
	Naples	Collier
	Panama City	Bay
	Sarasota	Sarasota
	Sebring	Highlands
	Stuart	Martin
	Tampa/St Petersburg	Pinellas and Hillsborough
	Vero Beach	Indian River
GA	Atlanta	Fulton and Dekalb
	Jekyll island / Brunswick	Glynn
ID	Boise	Ada
	Coeur d'Alene	Kootenai
	Sun Valley/Ketchum	Blaine and Elmore



High-Cost Meal Locations (cont.)		
State	Key City	County and/or Other Defined Location
IL	Chicago	Cook and Lake
ME	Bar Harbor/Rockport	Hancock and Knox
	Kennebunk/Kittery/Sanford	York
	Portland	Cumberland and Sagadahoc
MD	Ocean City	Worcester
	Washington, DC Metro Area	Montgomery and Prince George's
MA	Boston/Cambridge	Suffolk, city of Cambridge
	Falmouth	City limits of Falmouth
	Hyannis	Barnstable less the city of Falmouth
	Martha's Vineyard	Dukes
	Nantucket	Nantucket
MI	Mackinac Island	Mackinac
	Petoskey	Emmet
	Traverse City	Grand Traverse
MN	Duluth	St. Louis
MO	Big Sky/West Yellowstone/Gardiner	Gallatin and Park
	Kalispell/Whitefish	Flathead
NJ	Toms River	Ocean
NY	Glens Falls	Warren
	Lake Placid	Essex
	New York City	Bronx, Kings, New York, Queens, and Richmond
	Saratoga Springs/Schenectady	Saratoga and Schenectady
NC	Kill Devil Hills	Dare
OR	Bend	Deschutes
	Eugene/Florence	Lane
	Seaside	Clatsop
PA	Hershey	Hershey
	Philadelphia	Philadelphia
RI	Jamestown/Middletown/Newport	Newport
SC	Charleston	Charleston, Berkeley, and Dorchester
	Hilton Head	Beaufort
TN	Nashville	Davidson
UT	Moab	Grand
	Park City	Summit
VA	Virginia Beach	City of Virginia Beach
	Wallops Island	Accomack
	Washington, DC Metro Area	Cities of Alexandria, Falls Church, and Fairfax; Counties of Arlington and Fairfax
VT	Burlington	Chittenden
	Manchester	Bennington
	Montpelier	Washington
WA	Port Angeles/Port Townsend	Clallam and Jefferson
	Seattle	King
WY	Jackson/Pinedale	Teton and Sublette