

# Travel Policy for Suppliers

Effective July 31, 2017

## 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.
- Meal per diems are \$68 in high-cost locations, and \$57 in all other locations. See Appendix.
- Expense reports 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 in order to obtain the lowest cost airfare.
- Coach class must be selected 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.
- Seat Upgrades and Early Check in Fees will not be reimbursed by Dick's.
- 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:

# Travel Policy for Suppliers

Effective July 31, 2017

- Room upgrades may be accepted if at no charge to company.
- Suppliers are responsible for canceling reservations. “No-show” charges are non-reimbursable.
- Telephone charges are non-reimbursable.
- 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 on a per diem basis according to IRS guidelines for high-cost, and low-cost locations. Currently, all high-cost locations, which are listed in the Appendix, are reimbursed based on a \$68 per diem. All other locations are reimbursed based on a \$57 per diem. Please note the following:

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

## 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:

- The Dick’s Sporting Goods Enterprise-National discount code is XZ40A51
- 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, Supplier(s) 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 Lift are reimbursable.
- Rail travelers are required to accept the lowest fare available for and relevant to their itineraries. Suppliers are expected to travel on regional trains.

# Travel Policy for Suppliers

Effective July 31, 2017

## APPENDIX

High-Cost Meal Per Diem Locations		
State	Key City	County and/or Other Defined Location
<b>AZ</b>	Sedona	City Limits of Sedona
<b>CA</b>	Los Angeles	Los Angeles, Orange, Ventura, Edwards
	Mill Valley/San Rafael/Novato	Marin
	Monterey	Monterey
	Napa	Napa
	San Francisco	San Francisco
	San Mateo/Foster City/Belmont	San Mateo
	Santa Barbara	Santa Barbara
	Santa Monica	City limits of Santa Monica
<b>CO</b>	Sunnyvale/Palo Alto/San Jose	Santa Clara
	Aspen	Pitkin
	Denver, Aurora	Denver, Adams, Arapahoe, Jefferson
	Grand Lake	Grand
	Silverthorne/Breckenridge	Summit
	Steamboat Springs	Routt
	Telluride	San Miguel
<b>DC</b>	Vail	Eagle
	Washington, DC	See also Maryland and Virginia
<b>FL</b>	Boca Raton/Delray Beach/Jupiter	Palm Beach and Hendry
	Fort Lauderdale	Broward
	Fort Walton Beach, DeFuniak Springs	Okaloosa, Walton
	Key West	Monroe
	Miami	Miami-Dade
	Naples	Collier
	Vero Beach	Indian River
<b>IL</b>	Chicago	Cook, Lake
<b>MA</b>	Boston, Cambridge	Suffolk, City of Cambridge
	Falmouth	City limits of Falmouth
	Martha's Vineyard	Dukes
	Nantucket	Nantucket
<b>MD</b>	Washington, DC Metro	Montgomery, Prince George's
	Ocean City	Worcester
<b>ME</b>	Bar Harbor	Hancock
<b>MI</b>	Traverse City/Leland	Grand Traverse/Leelanau
<b>NC</b>	Kill Devil	Dare
<b>NY</b>	Lake Placid	Essex
	New York City	Bronx, Kings, New York, Queens, Richmond
	Saratoga Springs, Schenectady	Saratoga, Schenectady
<b>OR</b>	Seaside	Clatsop
<b>PA</b>	Hershey	Hershey
	Philadelphia	Philadelphia
<b>RI</b>	Jamestown, Middletown, Newport	Newport
<b>SC</b>	Charleston	Charleston, Berkeley and Dorchester
<b>UT</b>	Park City	Summit
<b>VA</b>	Virginia Beach	City of Virginia Beach
	Wallops Island	Accomack
	Washington, DC Metro	Arlington, Fairfax
<b>WA</b>	Seattle	King
<b>WY</b>	Jackson, Pinedale	Teton, Sublette