

Gates Foundation

Vendor Travel & Expense Policy

1.0 Purpose

The purpose of this policy is to outline the requirements for travel and claiming expense reimbursements for individuals and entities with executed contracts to perform services for the Gates Foundation.

2.0 Scope

This policy applies to any individual or entity under contract with the Gates Foundation who seeks reimbursement from the foundation for travel-related expenses in service of the contract.

3.0 General Travel & Expense Policies

3.1 Selection of Third-Party Providers

Unless specifically provided in your contract with the Foundation, you have complete discretion and control over the selection of third-party providers.

3.2 Prohibited Expenses

a. Anti-Corruption and Anti-Bribery

You may not offer or provide money, gifts, or any other things of value directly or indirectly to anyone in order to improperly influence any act or decision relating to foundation business, including by assisting any party to secure an improper advantage.

b. Non-Reimbursable Properties

For tax reasons specific to the foundation, we cannot use the properties listed below for any purpose (lodging, meals, or other services). The foundation will not reimburse you for any expenses incurred at these properties.

- Any Four Seasons hotel or resort, including Beverly Wilshire
- The Charles Hotel, Harvard Square, Cambridge, Massachusetts
- Dream Nashville Hotel, Nashville, Tennessee
- Tampa Marriott Water Street, Tampa, Florida

3.3 Air Transportation

- Domestic flights must be booked in economy class. Premium economy is allowed.
- Domestic flights departing after 9:00pm with a flight duration exceeding five hours are allowed in business class.
- International flights with flight duration exceeding five hours are allowed in business class.
- If your travel includes a combination of foundation and non-foundation business, you must obtain a pre-trip price quotation from Gatesfoundation.us@contactcwt.com prior to your travel and invoice only up to the quoted amount.
- Airfare can only be invoiced following completion of travel.
- Fees associated with flight cancellations are not eligible for reimbursement unless the foundation requested a change to your itinerary after you purchased the airfare.
- Airline fee for first checked bag is eligible for reimbursement.
- Lost, stolen or delayed baggage or replacement of baggage contents is not eligible for reimbursement.

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3.4 Ground Transportation

- Airport parking for the duration of the foundation-approved travel is eligible for reimbursement. A receipt is required and must include start and end dates and the daily parking rate.
- Mileage for personal vehicles incurred in the U.S. is eligible for reimbursement at the current U.S. Internal Revenue Service (IRS) rate.
- Mileage for personal vehicles incurred outside the U.S. is eligible for reimbursement at the documented standardized rate for the applicable country.
- Taxis and other modes of public transportation or ride share, such as Uber, are eligible for reimbursement.
- Rental cars up to midsize are eligible for reimbursement. Larger is allowed if a valid business reason is provided when invoicing for reimbursement.
- Transportation for personal guests is not eligible for reimbursement.

3.5 Lodging

- Maximum rate is USD 300 (or equivalent, per night, before taxes) except for the cities listed below:
 - **United States**
 - USD 350 Washington D.C.
 - USD 400 Boston, New York City and San Francisco
 - **International**
 - USD 400 Geneva
 - USD 450 Paris, and Tokyo
 - USD 475 London
- Lodging folios are required for reimbursement.
- Lodging, parking, and in-room internet/WIFI access are reimbursable, however, all other incidental lodging expenses are not eligible for reimbursement.
- Lodging expenses incurred for personal guests are not eligible for reimbursement.

3.6 Meals

- Meals are eligible for reimbursement within the daily maximum of USD 150 (or equivalent) which includes applicable taxes and tips and is **not per diem**. Any meal expense above this maximum will not be reimbursed.
 - When dining with other foundation vendors, each vendor must pay separately and submit their own invoice to the foundation.
 - Meals for personal guests are not eligible for reimbursement.

3.7 Fees and Immunizations

- Standard visa and passport fees required for foundation-approved travel are eligible for reimbursement.
- Travel related costs incurred to obtain a passport or visa will not be reimbursed.
- Fees incurred to obtain immunizations specifically for foundation-approved travel are eligible for reimbursement. Other medicines, including over the counter, and costs for physician visits are not eligible for reimbursement.

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3.8 Equipment

- Unless specifically permitted in a contract, equipment you purchase, including laptops, cell phones, mobile devices, or any other equipment is not eligible for reimbursement.
- If a contract permits the purchase of equipment, you must allocate such equipment to public use at the foundation's direction upon expiration or termination of the contract.

3.9 Use of the Foundation Travel Desk

You may make foundation business travel arrangements (airfare, lodging, and ground transportation) by contacting the foundation travel desk at 206-709-3597. Use of the foundation travel desk is subject to the following restrictions:

a. Personal Arrangements

- The foundation travel desk can arrange business-only travel for the foundation.
- You must arrange trips that combine foundation business and personal travel and request reimbursement for the foundation business portion only.

b. Air Transportation

- The foundation travel desk will book and pay for airline tickets.
- Itineraries will be booked (in order of importance) on non-stop routes booked with the foundation's preferred carriers, for the lowest possible fare available at the time of booking, and on the preferred departure date and time. These priorities override personal preferences or frequent flyer program considerations.
- The foundation travel desk is not responsible for managing your mileage accounts.

c. Ground Transportation

- The foundation travel desk will arrange and pay for car service in the destination city, but not within your home city where it is expected you will drive your personal vehicle, utilize taxi service, or ride share.
- The foundation travel desk will book rental cars through foundation preferred providers. You must provide the foundation travel desk with a credit card number to hold the reservation and pay at time of pick up. You must submit an invoice for reimbursement.

d. Lodging

- The foundation travel desk will book and pay for hotels.
- In cities where the foundation has established rates with a specific hotel, it will book a room at that hotel.
- In cities where the foundation has established rates with more than one hotel, you will choose between the preferred hotels.
- In cities where the foundation does not have a preferred hotel or when all preferred hotels are sold out, the foundation travel desk will book a hotel in accordance with this policy.

e. Cancellations or Modifications

- Cancellation or modification of travel arrangements made by the foundation travel desk must also be made through the foundation travel desk.

3.10 Expense Reimbursement

- **Expenses not expressly covered in this policy are not eligible for reimbursement.**
- You must invoice the foundation for travel-related expenses incurred during the term of a fully signed contract between you and the foundation that provides for reimbursement of third-party expenses. By submitting an invoice for expense reimbursement under a

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contract, you represent that the invoice is accurate and complies with the terms of the contract and this policy.

- Invoices must be in the format and include the information required by the contract.
- Invoices must be sent to AP@gatesfoundation.org and must be received within 60 days of when the expense was incurred. Invoices received after 60 days will not be eligible for reimbursement.
- Actual expenses incurred are reimbursed, not per diem.
- Receipts are required for any expense of USD 75 or greater. Receipts must clearly show proof of payment.
- The foundation will pay all complete, accurate and approved invoices for allowable expenses pursuant to a signed contract.
- Incomplete or inaccurate information will delay reimbursement.

4.0 Definitions

“**Vendor**” refers to an individual or entity with an executed contract to perform services for the Gates Foundation.

“**Foundation Travel Desk**” refers to the partner travel agency contracted by the foundation to book foundation-approved travel for employees, participants, candidates, and vendors.

5.0 Responsibilities

The Global Financial and Accounting Services (GFAS) team is responsible for implementing and enforcing this policy. Exceptions may only be granted by the Chief Finance Officer (CFO), CFO delegate, or alternate member of the foundation’s Executive Leadership Team (ELT).

As a contracted vendor to the foundation, you are responsible for understanding this policy before incurring expenses. Your compliance with this policy is a condition of your work with the foundation. Non-compliant, inappropriate, or excessive expenses will be denied by the foundation. If you have any questions regarding this policy, please contact Payables@gatesfoundation.org.

6.0 Procedures, Standards, Guidelines and Other Related Documents

[Invoice Template](#)

7.0 Revision History

Include the effective date and Policy Approver name for the first policy approval and note it as a “New document.” Add specific information regarding any subsequent material revisions in the following format. The Policy Approver is your department’s representative on the Executive Leadership Team.

<i>Effective Date</i>	<i>Approved By</i>	<i>Modification</i>
12/03/2020	Carolyn Ainslie, CFO	New document
06/02/2021	Carolyn Ainslie, CFO	Vaccination requirement for in-person foundation business added to section 3.7
09/28/2022	Carolyn Ainslie, CFO	Update to lodging maximum rates in section 3.5
06/01/2023	Carolyn Ainslie, CFO	In-person vaccination requirement removed

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01/01/2024	Carolyn Ainslie, CFO	Update to lodging maximum rates in section 3.5
07/01/2024	Carolyn Ainslie, CFO	Addition to disqualified properties in section 3.2. Updates to lodging maximum rates in section 3.5 for Seattle and London. New language added to section 3.7 regarding travel to obtain a passport or visa. Update to section 3.10 to receipt requirement.