

LEVI STRAUSS & CO.

Travel Policy for Contractors

November 2022

General Policy Guidelines for Contractors and Consultants (“Travelers”)

Travelers must read and understand LS&Co.’s travel policies and procedures in their entirety (stated below) before booking travel. Travelers are required to make their travel arrangements through LS&Co.’s Preferred Travel Provider and receive the benefits of negotiated airline, hotel and car rates. Travel reservations are processed by our Preferred Travel Provider.

Airline travel will be put on their managers’ card with manager approval, and arrangements will need to be made by phoning or emailing the Preferred Travel Provider. For other expenses (hotel and ground transportation etc.), non-employees must use their personal card and expense the charges with manager approval. Only manager-approved travel of the non-employee will be reimbursed; any personal travel of the non-employee or the companion/partner will not be reimbursed.

All travel and entertainment expense submitted for reimbursement must be strictly related to company business. There must be no personal profit or gain as a result of T&E. Travel expenses must be reported within ninety (90) days with proper documentation. LS&Co. will not be liable to approve expenses without proper documentation. All amounts submitted for reimbursement must represent actual amounts incurred, not estimates or fixed amounts.

IN NO CASE SHALL LS&Co. BE LIABLE TO COMPANY FOR ANY FEES, CHARGES, COSTS PAYMENTS SUBMITTED LATER THAN NINETY (90) DAYS AFTER THE CHARGE WAS INCURRED.

Questions regarding this policy should be directed to [MBX, Corporate Card](#).

Air Travel

- Travelers must use the most reasonable, cost-effective transportation available whenever possible.
- Lowest Logical fares are required unless the business need dictates otherwise. Travelers should purchase tickets at least 14 days prior to departure whenever possible.
- E-tickets must be used unless travel dictates otherwise.
- Air travel must be booked in Economy class.
- If a traveler elects to combine a personal trip with business travel, the cost to LS&Co. shall not exceed the airfare for the business portion of the trip. All additional costs will be the traveler’s responsibility.
- Spouse or companion travel cannot be charged to the company. LS&Co. will not reimburse for spouse or companion travel, even if the traveler elects to downgrade from permitted Business Class travel.

Hotel

- Travelers must utilize preferred hotels whenever possible. LS&Co.'s Preferred Travel Provider can assist with reservations at preferred hotels.
- If a preferred property is not available, LS&Co.'s Preferred Travel provider will locate an alternative in the same price category and quality of amenities within cap guidelines.
- Responsibility for canceling hotel reservations rests with the traveler.
- Travelers are responsible for personal expenses.

Ground Transportation & Parking

- Preferred rental car companies should be used at all times if business needs justify the use of a rental car. Car rental reservations must be made through LS&Co.'s Preferred Travel Provider to ensure that the proper rate and contracted rental firms are being used.
- Travelers are permitted to rent up to mid-size vehicles and must accept the appropriate LDW/CDW insurances.
- Long-term airport parking lots must be used at all times. If length of stay exceeds 24 hours, Travelers should consider utilizing the off-airport parking sites for greater savings.

Mileage

The U.S. mileage reimbursement rate is per IRS guidelines. Note that travel to and from the traveler's home and normal work location (commuting) will not be reimbursed.

Reasonable Meal Expenditures

The purpose of a business meal is to provide reasonable nourishment, not an opportunity for an extravagant expensive meal at company expense. The following amounts are a representation of what is considered "reasonable" meal expenditures. These amounts should be used as a guideline when considering what to order and pay for a meal. All meals must be submitted on an expense report at actual cost. \$80 will be the daily limit.

Entertainment Expenditures

Entertainment expenditures need to be directly related to the active conduct of business or associated with business. Entertainment is associated with business if the expenditure takes place directly before, during, or after a substantial and bona fide business discussion. Entertainment expenditures must be essential to the business relationship and properly documented.

Calls While Traveling

- Avoid telephone calls charged to hotel room because they usually carry a surcharge of 100-400%.
- Phone calls from an airplane are usually very costly. There is no business justification for a call from an airplane.
- Excessive Cell Phone calls with expensive roaming charges should be avoided.
- Other alternatives should be used when possible to reduce excessive phone charges, such as prepaid phone cards, etc.
- Personal calls while traveling must be reasonable in frequency and length. Special traveler needs should be discussed in advance with the manager.

Non-Reimbursable expenses

Non-reimbursable expenses include expenses that are personal in nature, do not serve a business purpose, represent inappropriate behavior, or are excessive in amount. The following represents some of the types of non-reimbursable expenses and is not intended to be a complete list. If there is a compelling business or personal reason for any of the items listed below, it should be pre-approved by the appropriate level of manager (e.g., before the expenditure is made), and then adequately documented.

Personal Expenses Include:

- Personal reading material
- Movies, except during air travel
- Normal commute costs
- Sightseeing and other personal entertainment
- Personal hygiene items
- Personal medication/medical costs (immunizations)
- Personal travel insurance
- Fines for traffic and parking citations
- Personal clothing purchases
- Massage and spa charges
- Dependent care
- Lawn care
- Pet care

Excess Travel and Hotel Costs are Non-Reimbursable

Excess transportation costs from a non-authorized class of airline travel or from personal stopovers, excess hotel costs due to not choosing an "authorized" hotel or room category, or other excess costs due to unauthorized car rentals or types, etc.

Excessive Meal and Entertainment Costs are Non-Reimbursable

Extravagant amounts (such as an expensive meal or bottle of wine or meals that exceed the "reasonable" amount for the area).

Personal Losses are Non-Reimbursable

Losses from stolen personal property (including travel advance funds), etc.

No Show Costs are Non-Reimbursable

Hotel, car reservations or other commitments that the traveler has "guaranteed" and forgotten to cancel.

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