Vodafone Procurement Company S.à r.l.
Supplier Policy - A4
Supplier Expenses

Scope

All Vodafone Procurement Company procurement agreements with Suppliers.

Policy

Introduction

The phrase "Supplier" in this Supplier Policy shall, where relevant, also include all officers, employees, contractors, subcontractors and agents of Supplier. All references to "Vodafone" include the relevant contracting entity and all other Vodafone Group Companies that benefit from the goods and services being provided.

1.   General

Supplier shall:

1.1   keep expenses to a minimum, taking a responsible approach to travel and the environment;

1.2   plan travel so as to find an appropriate balance between business need, environmental impact, financial cost and health and wellbeing;

1.3   undertake travel only when absolutely necessary, when the use of video/web conferencing is not an appropriate option;

1.4   conclude business efficiently to limit the need for overnight accommodation;

1.5   arrange meetings at a convenient hub location having regard to numbers attending and the locations that they need to travel from;

1.6   avoid the use of external venues;

1.7   only claim expenses if a specific Purchase Order is in place to cover them; and

1.8   always submit expenses within 1 month of incurring them, and provide original receipts.

2.   Travel:

Supplier shall:

2.1   put appropriate travel and medical insurance in place, at its own cost, prior to travel;

2.2   wherever possible book travel/accommodation well in advance through Vodafone's appointed travel agency making travel reservations, generally at least two weeks prior to travel;

2.3   make flight cancellations or amendments through Vodafone's appointed travel agency as soon as possible (using the 'normal' or 'out of hours' emergency numbers provided by Vodafone during the appropriate hours);

2.4   book the lowest cost tickets available, including non-flexible tickets (unless there is a significant possibility that the arrangement may need to change), regardless of carrier and considering non-direct routes;

2.5   travel in economy (standard) class with the exception of flights outside Europe (Europe to include Turkey and Russia) and which are more than 4 hours air time (connecting flights may be combined but time on the ground must be discounted for the purpose of calculating air time)in which case premium economy or business class may be used;

2.6   not claim for travel by taxi except where no form of public transport is available or where travel by means other than taxi would be unsafe;

2.7   only claim mileage or other expenses for travel by personal vehicle with the Vodafone Category Manager's prior written approval (including confirmation of rates applicable);

2.8   not claim for parking or motoring related fines or penalties; and

2.9   ensure that all vehicles used are appropriately registered, insured, taxed and maintained and compliant with local vehicle laws.

3.   Accommodation

Supplier shall:

3.1   book standard business class hotel accommodation (i.e. not executive, luxury class or suites) from Vodafone's hotels preferred list, and include the hotel booking reference number with expense claims;

3.2   claim for meals and refreshments only in accordance with the applicable Vodafone local expenses policies; and

3.3   not claim for sundry expenses (e.g. laundry, internet charges, clothing, toiletries, personal grooming, newspapers, publications, client/business entertainment, hotel videos/pay to view movies, gym etc).

4.   Prohibited expenses:

Supplier shall not be entitled to claim for:

4.1   purchases of any capital equipment e.g. laptops, mobile phones or data cards;

4.2   passports, visas, work permits or anything relating to entry/ entitlement to work in a country;

4.3   personal taxation;

4.4   expenses incurred on behalf of Vodafone employees (all Vodafone employees should make their own expenses claim);

4.5   printing costs;

4.6   communication costs of any kind (e.g. phone/ videoconferencing calls, internet connection); and

4.7   other expenses prohibited by Vodafone from time to time