

MICROSOFT SUPPLIER TRAVEL GUIDELINES

Supplier Company Reimbursement for Travel

November 2017

Please contact mstravel@microsoft.com with questions about the Supplier Travel Guidelines.

All supplier travel must be approved by the Microsoft FTE who is the project budget owner (in writing) prior to the Supplier traveling on authorized Microsoft business. When written approval is obtained in advance, Microsoft will reimburse suppliers for all reasonable and necessary expenses incurred in accordance with the following policy. **No payment discounts will be taken on approved, reimbursable travel expenses.**

Microsoft reserves the right to not reimburse travel that is not booked in line with the guidelines outlined in this document.

If you have locale-specific questions regarding the booking process, find the [local agency contact](#) for your country.

I. SUPPLIER RESPONSIBILITIES

- Suppliers (including their employees, agents, and subcontractors; collectively referred to as "Suppliers") must understand and comply with [Microsoft's Anti-Corruption Policy for Representatives](#). At all times, Suppliers must conduct their business activities in full compliance with the [Microsoft Supplier Code of Conduct](#) while performing work with or on behalf of Microsoft.
- Suppliers may take advantage of either Microsoft's corporate travel program or through their company's travel program.
- Suppliers must book, pay, and submit invoices for travel in accordance with their agreed upon process with their Microsoft budget approver.
- When using Microsoft's Travel Program, use the booking tool wherever possible.
- Microsoft's online booking tool cannot be used to book any personal travel. Supplier's spouse/family/significant others are not eligible for any Microsoft negotiated travel discounts.
- Suppliers *without* access to Corpnet who plan to use Microsoft's Travel Program should send an email to mstravel@microsoft.com for instructions on accessing the MStravel program. The supplier should also copy the Microsoft FTE sponsoring the trip.
- Suppliers should minimize travel expenses whenever possible by using the least expensive options that do not result in unreasonably ineffective use of work time.
- Microsoft is not responsible for providing any insurance coverage for suppliers.
- Travel expenses must be submitted by the traveler incurring the expense.

Commercial air and rail travel	<ul style="list-style-type: none"> • Use good judgment and choose the lowest reasonable airfare. • Do not book more expensive airfare to take advantage of personal frequent traveler benefits. • Microsoft will reimburse for coach/economy non-refundable class tickets. • If the supplier’s travel policy allows for business class travel, reimbursement will be made based on the coach/economy class fare for the same trip. • Documentation of the coach/economy class fare in either case must be provided for reimbursement.
Hotel reservations	<ul style="list-style-type: none"> • Reimbursement for lodging is limited to one standard single room. • Room upgrades are not reimbursable.
Rental car	<ul style="list-style-type: none"> • When using the Microsoft Travel Program, use an approved rental car program for reservations. • All insurance for suppliers is the responsibility of the supplier’s employer. Microsoft is not responsible for providing insurance coverage.

Frequent flyer/frequent guest programs

Suppliers may retain program awards and benefits. Participation in these programs should not influence flight or lodging selections in any manner that would result in increased costs to Microsoft. Microsoft Travel does not process any Mileage Awards upgrades, etc. These must be done directly with the travel supplier (airline, hotel, car rental agency) after booking.

Cancellations

A supplier will not be reimbursed for incurred travel expenses that are cancelled by the Supplier. When a trip is cancelled by Microsoft after the ticket/invoice has been issued, the traveler may inquire about using the same ticket for future travel for Microsoft or obtain a refund to be applied to any request for reimbursement. Suppliers are responsible for cancelling hotel rooms and must secure a cancellation number; Microsoft will not reimburse hotel expenses which could have been avoided by prompt cancellation.

II. EXPENSE REIMBURSEMENT

Microsoft will only reimburse for the following business expenses (including taxes), compliant with the [Microsoft Supplier Code of Conduct](#) unless otherwise explicitly included in your supplier agreement with Microsoft. These items must be properly documented, substantiated, and submitted in a timely manner; and approved in accordance with Microsoft Signature Authorization for Expenditures (SAFE).

- Air and rail tickets
- Hotel rooms
- Car rentals and ground transportation (including Uber, taxi, etc.)
- Meals up to 75 per day, per person

III. REIMBURSEMENT PROCESS

Please contact prohelp@microsoft.com for questions about the expense reimbursement process.

To bill Microsoft for pass-through travel expenses only, please use *one* of the following options:

Recommended

1. Request a T&E Purchase Order, specifically for pass-through T&E expense reimbursement only, from your Microsoft Project Owner. Details:
 - i. Most Microsoft standard payment terms are *not* 0 net days.
 - ii. If payment terms *do not* show 0 net days once the T&E only Purchase Order is approved, your Microsoft Project Owner must email their local Buy Center contact and request the terms of the T&E only Purchase Order be updated to 0 days terms. If your Microsoft Project Owner has any questions on how to do so, please have them contact CIM Support.
 - iii. Once 0 days payment terms are established for a T&E only Purchase Order, you can invoice against using the normal invoicing process.

Other

2. Request adjusted payment terms for an invoice on an existing purchase order. Details:
 - i. If a purchase order is already in place and pass-through expense reimbursement is necessary, you can separate out these expenses into a separate stand-alone invoice and submit to Microsoft for approval.
 - ii. Once submitted, you must then email [Accounts Payable](#) (click link to find appropriate local contact) to request 0 net days terms on this invoice *and* reference the specific invoice number.
 - iii. It is important to indicate in your email request that the entire invoice is designated for pass-through expense reimbursement only.