### Title
Non-3M Employee Travel Reimbursement Guideline

### Applies To
This document applies to all 3M employees, and their delegates, sponsoring non-3M employee (non-employee) travel and to non-employees traveling on behalf of 3M (the Company).

### Introduction and Background or Purpose
This guideline will be used as a supplement to the agreement between 3M and the non-employee, or non-employee's employer, regarding business travel reimbursement and invoicing expectations for non-employees who travel on behalf of the Company.

If there is any conflict between the terms of this standard and the 3M agreement, the 3M agreement will control.

### Requirements or Expectations
Responsibility for ensuring compliance with these requirements is assigned to Sourcing.

All non-employee travel and related expenses need prior approval by 3M. Expenses will be validated by 3M. Unreasonable expenses, or expenses without sufficient documentation or explanation can be rejected by 3M and processed for personal payment.

#### Airfare

The standard maximum reimbursable expense is economy/coach class of service. When timing and destination permits, excursion and/or other discount fares should be requested.

Exceptions to economy class of service standard are allowed due to last seat availability, based on contractual obligations or with the approval of the 3M Sponsoring Manager. Approval should be indicated in the Non-Employee Travel Form.

#### Airline Fees

Bag fees, excess baggage weight fees and additional airport taxes, carts, etc. In-flight meals should be categorized under the "Individual Meals" category. Additional fees for upgrades or seat assignments are not reimbursable unless due to last seat availability or required by contract. In flight Wi-Fi fees will not be reimbursed by 3M.
Airport Shuttle, Taxi or Rental Car (Ground Transportation)

Business use of an airport shuttle or van, taxi, Uber/Lyft or rental car will be reimbursed. Consideration must always be given to the most cost effective ground transportation method, while weighing security risks in the destination. Non-employees will share ground transportation when more than one person is traveling on a 3M assignment. Note the following:

- Gasoline purchased for rental cars must be receipted along with a copy of the original itemized rental agreement form.
- Taxi, Uber/Lyft and airport shuttle: receipts are required for all fares between home and the airport and for all fares exceeding $25 in and around a city.
- Non-employee travelers are personally responsible for rental car upgrades and any ground transportation costs for personal use.

Individual Meals

3M provides reimbursement for individual meals when traveling for 3M Business for at least 12 hours, or when there is an overnight stay.

Reimbursement of daily individual travel meals will be for actual and reasonable expenses. Breakfast on the first day of travel or dinner on the last day of travel, will not be reimbursed by 3M. Spending less on one meal does not mean travelers should overspend on another meal.

Meal costs must be moderate, reflecting rates typical for the area. The recommended daily spend amount of $55 USD per day (or local currency equivalent) should be considered when traveling domestically and internationally.

Alcoholic Beverages

Reimbursement of an alcoholic beverage is allowed when included with an individual travel meal. All suppliers must adhere to the Drug and Alcohol Standard for their respective country.

Hotel/Lodging

Hotel/lodging room charges are reimbursable. Room rates should be moderate for the area and must be accompanied by itemized receipts (folios) including name and address of hotel. Non-employee travelers are personally responsible for any cost associated with room upgrades and in-room entertainment.

For non-employee travelers' safety and security, lodging and accommodation rental services (e.g. AirBnB, VRBO, HomeAway, etc.) are
prohibited for business travel and will not be reimbursed. In addition, gifts or amounts paid to family, friends or other hosts in lieu of hotel room charges are not reimbursable.

**Internet/Online Fees**

Costs incurred for internet service expense and wireless data for business use during travel only. Additional costs for equipment purchase or any personal use must not be included on the expense report and will not be reimbursed.

**Mobile/Cellular Phone**

Only 3M related business calls will be reimbursed. Personal calls and monthly service charges will not be reimbursed. Charges must be receipted with a home phone itemized toll statement.

**Parking and Tolls**

Parking fees and toll charges for business travel are reimbursable. Receipts are required for daily parking charges of $5.00 or more and for all airport parking.

**Personal Car Business Mileage**

Current reimbursable mileage rate for 3M business travel exceeding 20 miles per round trip is $0.50 per mile. The mileage reimbursement is set to cover all expenses related to the operations of the car. 3M assumes no liability for mechanical breakdowns or damage to the non-employee’s car.

Failure of the 3M Sponsor, their delegate, or the non-employee traveler to comply with these requirements may result in discipline, up to and including termination of employment or contract.

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<th>Additional Elements</th>
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<td><strong>Receipt &amp; Documentation Requirements:</strong> Original receipts are required and must include the name of the establishment, date, amount, and, if possible, be itemized. Tear-off slips or cash register receipts without a printed name or blank receipts completed by the employee are not acceptable.</td>
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Proper explanation and documentation are essential for effective and efficient reimbursement. Clarification will be requested on any unusual items; therefore, traveler should include explanation on the expense report in order to eliminate correspondence and delays.

Country-specific rules about receipts may apply.
Non-reimbursable expenses: The following expenses will not be reimbursed by 3M.

Office equipment and furniture
eBay purchases
Purchases using PayPal form of payment (excluding Guest checkout)
Purchase of personal items, such as clothing, luggage, and reading materials
Personal entertainment, such as sporting events, movies, home cable television, or theatre tickets
Babysitting
Travel insurance
Gifts or flowers
Subscriptions
Airline club memberships (Delta’s Sky Club, Qantas Club, etc.)
Motor vehicle violations or fines of any kind
Towing
Health clubs/gym memberships or hotel fitness centers
Gifts or entertainment to friends or family in lieu of hotel charges
Individual travel meals unless supplier is away overnight on 3M business
Hotel mini-bar expenses
Medical expenses, except as required for business travel, such as anti-malarial
Gift vouchers/certificates or other cash equivalents
Retail Club Memberships (Sam’s Club, Costco, Amazon Prime, etc.)

This list is a sample of non-reimbursable expenses and is not meant to be inclusive of all non-reimbursable expenses.

Form of Payment: Air tickets for non-employee travel will be billed to the 3M corporate credit card lodged with the travel agency based on the country of the 3M Sponsoring Manager. In certain countries hotel expenses can be billed to the 3M corporate credit card. All other business travel expenses require the non-employee to provide their own form of payment.

Travel Booking: All non-employee travel booking must comply with Non-Employee Travel Booking Standard.

Code of Conduct

Linked Documents

Other Reference
BCD Travel Privacy Policy
CWT Privacy Policy
Training: Sunshine General
Training: States, Municipalities and Cities
Relocation [3M Go>Life & Career]