

3M Travel Reimbursement Guidelines for Vendors

Refer to your 3M agreement regarding reimbursement for actual expenditures such as travel.

If there is any conflict between the terms of these guidelines and your 3M agreement, your 3M agreement will control.

Meals:

Meals are reimbursable whenever the vendor is out of town overnight. Meal costs should be moderate; reflecting rates typical for the area, or reflects good planning (no breakfast on first day or dinner on last day). Alcoholic beverages cover, and/or additional charges for atmosphere or entertainment are not reimbursable. Unreasonably high meal expenses will be reduced to rates normally seen for that section of the country. Exact meal cost plus tips must be accompanied by a receipt.

Telephone:

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

Airfare:

The maximum reimbursable expense is coach airfare. When timing and destination permits, excursion and/or other discount fares should be requested. First class and business class fares are not reimbursable.

Taxi, Airport Van, and Rental Car:

Business use of a rental car is reimbursable. (Other alternatives should be considered before renting a car.) Vendor employees will share a car(s) when more than one person is traveling on a 3M assignment. Gasoline purchased for rental cars must be receipted along with a copy of the original itemized rental agreement form. Taxi and Airport van: receipts are required for all fares between home and the airport and for fares exceeding \$25 in and around a city.

Parking and Tolls:

Parking fees and toll charges for business travel with both personal and company vehicles are reimbursable. Receipts are required for daily parking charges of \$5.00 or more and for all airport parking charges.

Personal Car Business Miles:

Current reimbursable mileage rate for 3M business travel exceeding 20 miles per round trip is \$.45 per mile. 3M assumes no liability for mechanical breakdowns or damage to the vendor's car.

Hotel:

Hotel/motel room charges are reimbursable. Room rates should be moderate for the area. Hotel/motel room charges must be accompanied by receipts including name and address of hotel/motel, and as with other travel expenses, have prior approval from 3M. A credit card statement alone is not an acceptable receipt, but may be used to substantiate the payment of the hotel/motel statement. Entertainment and gifts are not reimbursable. In addition, amounts paid to family, friends, or other hosts in lieu of hotel/motel room charges are not reimbursable.

Non-reimbursable expenses:

Non-reimbursable expenses include: valet, dry cleaning or pressing expenses, dues, memberships, donations, seminars, conferences, workshops, babysitting, books, subscriptions, motor vehicle violations or fines of any kind, purchase of personal items such as apparel, luggage, and reading materials, personal entertainment such as sporting activities, movies, cable TV, and theater tickets, travel insurance, gifts and flowers, airline club memberships, health clubs, and social affairs.