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	<b>Next Review Date:</b> 07/12/2029	<b>Applicable To:</b> Function- Enterprise Operations *Global Documents Sourcing
<b>Approval Signatures:</b> Chun Zheng (Director), Mohd Nashit Shamsi (Senior Analyst)		
<b>Document Title:</b> Non-3M Employee Travel Reimbursement Guideline		

3M General- Printed copies are for reference only. Refer to the electronic copy for the latest version.

## 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 & 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 guideline and the 3M agreement, the 3M agreement will control.

## Requirements

Overall responsibility for ensuring compliance with these requirements is assigned to Global Procurement.

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.

Reimbursement for non-employee business travel and approved incidentals should be made through the local AP process. The non-employee may need to be set up as a vendor before reimbursement can occur.

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### **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. Air tickets booked with 3M's designated travel agency can be direct billed to 3M and allocated back to the appropriate Cost Center.

### **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 be reimbursed by 3M when required to support 3M business.

### **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. Use of the most cost effective ground transportation method, while weighing security risks in the destination, is encouraged. Non-employees will share ground transportation when more than one person is traveling on a 3M assignment. Note the following

- Provide a receipt and itemized rental agreement form for Gasoline purchases for rental cars.
- Provide a receipt for taxi, Uber/Lyft and airport shuttles: receipts 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.

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Reimbursement of daily individual travel meals will be for actual and reasonable expenses. Spending less on one meal does not mean travelers should overspend on another meal.

Meal costs will 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 will 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 accompanied by itemized receipts (folios) including name and address of hotel for proper account coding. 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.) should be avoided for business travel and may 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 home plans or personal use 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.

Provide itemized statement as expense backup.

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### **Parking and Tolls**

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

### **Personal Car Business Mileage**

Use the current IRS standard mileage rate if you are using a personal car for 3M business travel mileage exceeding 20 miles per round trip. 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 non-reimbursement.

### **Additional Elements**

Travel for Non Employees is not reimbursed by 3M on a Travel Expense Report and will be reimbursed according to contractual obligations, or when no contract, by the local AP process. Exceptions apply for air tickets, which can be direct billed.

### **Linked Documents**

[Global Procurement Policy](#)

### **Other reference(s)**

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[BCD Travel Privacy Policy](#)  
[Relocation \(sharepoint.com\)](#)

## Further Information

For further information, contact Global Procurement (Lori Jackson or Chantal Courteau)

## Tags