

New York Life Supplier Travel and Expenses Policy

Updated: January 17, 2023

Suppliers must take advantage of either New York Life's Travel Program (which includes negotiated travel discounts with airlines, hotels, and car rental agencies) **or** their own corporate travel program choosing the lowest price option between the two.

- The New York Life employee responsible for bearing the project's expense must approve all travel in advance.
- New York Life will only reimburse for actual travel costs incurred.
- Travel will occur on supplier's own time. New York Life shall not be billed for such time unless specifically agreed to as part of a contract or scope of work associated with the travel.
- Suppliers must minimize travel expenses whenever possible by using the least expensive travel option, as long as it does not result in unreasonably ineffective use of work time.
- Suppliers must submit a separate invoice, including invoices and itineraries, for all New York Life-related travel.
- Suppliers traveling on behalf of New York Life must pay with their own credit card.
- All insurance for Suppliers is the responsibility of the Supplier's employer. New York Life is not responsible for providing any supplier with insurance coverage.

Airlines

- Suppliers must purchase non-refundable airline tickets a minimum fourteen (14) days in advance of the travel departure date, whenever possible. When travel plans do not allow for 14-day advance booking, other arrangements must be pre-approved. Suppliers must travel Economy/Coach class unless authorized in writing by the New York Life employee responsible for bearing the project's expense.
- Suppliers must book the Lowest Logical Fare (LLF) defined as the lowest fare within a 3-hour departure window and may include connections that do not add more than a two-hour (2) layover. The New York Life employee responsible for bearing the project's expense must authorize any exceptions to the LLF in advance.

Hotels

- Suppliers should make reservations at a New York Life preferred hotel whenever possible. Regardless of whether suppliers use their own corporate travel program or New York Life's Travel Program, room rates cannot exceed the preferred New York Life corporate rates. As a result, the New York Life corporate rates serve as a cap for each city. For example, suppliers may not be authorized to stay at certain preferred properties if the room rate exceeds the rate cap. If a New York Life preferred hotel is not available, suppliers should reserve at the least expensive property available.
- Reimbursement for lodging is limited to the single standard room rate. No upgraded room category will be reimbursed.
- Expenses for staying in a private home (e.g., family, friends, or at a supplier's personal residence) in lieu of hotel costs are not reimbursable.

New York Life 2023 Preferred Hotel Program for Suppliers

State	City	Hotel Name	Address	Room Type	Rate (Seasonal)
Florida	Tampa	Hyatt Place Tampa Airport/Westshore	4811 West Main St	Single/Double	\$159 1/1 – 4/30 \$129 5/1 – 12/31
	Tampa	Grand Hyatt Tampa Bay	2900 Bayport Dr Tampa FL 33607	Single/Double	\$229 1/1 – 5/15 \$164 5/16 – 9/30 \$184 10/1 – 12/31
Georgia	Atlanta/ Alpharetta	Hyatt Place Atlanta/ Woodward Pkwy	5595 Woodward Pkwy Alpharetta GA 30004	Single/Double	15% discount
Illinois	Chicago/ Downers Grove	Marriott Chicago Suites Downers Grove	1500 Opus Pl Downers Grove IL 60515	King Suite	\$185
Massachusetts	Newton	Marriott Boston Newton	2345 Commonwealth Ave Newton MA 02466	Single	\$225 1/1 – 4/15 \$267 4/16 – 11/18 \$250 11/19 – 12/31
New Jersey	Jersey City	Hyatt Regency on the Hudson	2 Exchange Pl Jersey City NJ 07302	Single/Double	15% discount
	Lebanon	Courtyard Lebanon	300 Corporate Dr Lebanon NJ 08809	Single/Double	\$194
New York	New York City	The James	22 East 29 th St New York NY 10016	Standard	1/1-3/31 2/27-3/31 4/1-6/30 7/1-9/4 9/5-12/31 \$190 \$260 \$319 \$259 \$369
				Superior	\$230 \$285 \$349 \$289 \$399
	New York City	The Park South	124 East 28 th St New York NY 10010	Queen	\$160 1/1 – 3/31 \$285 4/1 – 6/25 \$215 6/26 – 9/4 \$335 9/5 – 12/31
	Tarrytown	Sonesta White Plains	66 Hale Ave White Plains NY 10601	Deluxe Executive	\$209 \$219
Ohio	Cleveland	Hyatt Regency Cleveland at the Arcade	420 Superior Ave Cleveland OH 44114	Standard Deluxe	\$159 \$169
Texas	Dallas	Courtyard Dallas Addison	15160 Quorum Dr Addison TX 75001	Single/Double	\$135

Car Rental

- Suppliers must use New York Life's preferred car rental company (Hertz). The rental must be booked through the NYL travel program. Hertz rental cars booked through the NYL travel program automatically include the Corporate Discount Program # CDP50038 which ensures the insurance is included in the rate.
- Suppliers must rent midsize or smaller vehicles whenever possible. Full size vehicles are allowed only when being shared by three or more people.
- Insurance must be declined, as it is included in the NYL negotiated rates.
- All vehicle rentals must be pre-approved. One rental for every four associates may be permitted. Suppliers may rent up to a mid-sized vehicle. All vehicles must be refueled prior to returning them to the rental company. Rentals of convertibles, sport cars, off-road vehicles or motorcycles are not permitted and will not be reimbursed by New York Life.
- Cars should be shared whenever possible. All cars must be refueled before returning to avoid fuel surcharges. No fuel charges from the rental company may be expensed.

Miscellaneous Travel

Rail Travel

- Rail travel should be used when it is less expensive than air travel, adds no more than one and a half hours to the total travel time, or is timelier than driving.

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 New York Life. New York Life Travel will not process any Mileage Award upgrades, etc. These must be done directly with the airline after booking.

Ground Transportation

- New York Life will not be responsible for any travel that begins and ends within a 75-mile radius.
- All taxi, car service, shuttle service, bus or other miscellaneous transit expenses over \$10.00 must be submitted with a receipt.
- Use of Personal Use Vehicles (PUVs)
- New York Life will reimburse for all PUVs when the distance traveled one way exceeds 75 miles from the starting location and has been pre-approved by NYL.
- New York Life will reimburse the supplier for the use of a personal vehicle for business purposes (not applicable to normal commutation) by applying the federal reimbursement rate that can be found at: www.gsa.gov/mileage. The reimbursement amount is designed to cover all the variable cost of operating a vehicle for company business (gas, some depreciation, wear and tear).
- Toll charges will be reimbursed with the appropriate receipt or manifest from an electronic toll collection service like I-Pass or EZPASS
- New York Life will not reimburse for insurance, registration, license fees etc. as these costs would normally be incurred for operation.
- Parking: Suppliers are expected to use good business judgment in selecting parking facilities for their personal or rental vehicle. New York Life retains no liability for any damage, theft or other action taken against a non-employee's personal or rental vehicle. Reimbursement will be made exclusively for actual parking costs incurred for pre-approved travel.

Cancellations

- Supplier shall not seek reimbursement for incurred travel expenses that are cancelled by Supplier.
- When a trip is cancelled by New York Life after the ticket/invoice has been issued, the traveler shall inquire about using the same ticket for future travel for New York Life or obtain a refund to be applied to any request for reimbursement.
- Suppliers are responsible for canceling hotel rooms and must secure a cancellation number. New York Life will not pay hotel expenses that could have been avoided by prompt cancellation.

EXPENSE REIMBURSEMENT

Reimbursable Expenses

The following items may be reimbursable to Suppliers when necessary and reasonable, and incurred while conducting New York Life business. Reimbursable items include but are not limited to:

- Commercial airfare and surface transportation (Economy/Coach Class) including parking fees and tolls
- Actual gratuity tips paid, when reasonable and customary
- Hotel/lodging within predefined limits
- Meals incurred during out-of-town trip (not to exceed \$75.00 USD per day or as specified in the SOW)
- Saturday night stay-over (Weekend hotel expenses are reimbursable if airfare savings result in a lower overall cost for the trip by at least \$250.00 USD or equivalent currency and the expenses do not exceed the airfare savings.)
- Hotel high-speed internet connection
- Business related telephone calls

Non-Reimbursable Expenses

Non-reimbursable items include but are not limited to:

- Airline club memberships
- No-show fees for hotels, airfare, or car rentals
- Cancellation fees except those unavoidable due to business requirements
- Class of service upgrades
- Car, train, and air phones
- Barber, hair stylist, manicurist, spa services, shoe shines, and other grooming/personal service expenses
- Lost or stolen personal items
- Personal entertainment including movies and DVD rentals
- Traffic/parking violations
- Family member or other non-business associate's expenses
- Credit card fees including annual or membership fees, late fees, and interest charges
- Insurance premiums
- Clothing purchases
- Entertainment (including entertaining New York Life employees and any event entertainment)
- Foreign travel document requirements
- Free or upgrade certificates for flight, hotel, or car rental
- Laundry and dry cleaning unless trip exceeds 5 business days

- Membership fees (including frequent flyer/frequent guest programs)
- Use of private jet
- Telephone calls (not New York Life business related)
- Trip or flight insurance
- Pet care or kennel costs
- Babysitters or house sitters

Questions about the Supplier Travel Policy should be sent to the New York Life employee responsible for bearing the project's expense.