

NBCUNIVERSAL BUSINESS TRAVEL & EXPENSE POLICY

HEADLINE

NBCUniversal employees, and all others who are assigned an NBCUniversal Corporate Card or who submit expenses via Concur, must adhere to the guidelines outlined in this policy when incurring reasonable and necessary business-related expenses, including required business travel.

This policy helps ensure that the Company aligns to legal and regulatory standards and allows employees to conduct business safely and successfully wherever in the world they may travel. It is structured to highlight the various scenarios during which you may incur business-related expenses and what is expected of you in each of these instances.

While this policy document intends to be inclusive of many of the expense scenarios you may encounter, it cannot cover all scenarios. For this reason, you are expected to display financial prudence at all times, which may include making sound judgments beyond what is outlined here and in accordance with our [Code of Conduct](#). Failure to adhere to these expectations or to display financial prudence in your business transactions may result in disciplinary action, up to and including termination of employment.

Your business unit may have additional travel & expense expectations which are outlined in a separate policy and can be found via the [Travel & Expense website](#). Additionally, there are other policies that govern Company spending to which you are expected to adhere, some of which are outlined in the *Support* section of this policy.

TELL ME MORE

Applicability

This policy applies to all NBCUniversal employees globally, as well as any other individual who is assigned an NBCUniversal Corporate Card or who submits expenses via Concur. For those countries where Concur is not available, the local documented process should be followed. Employees represented by a union or guild may be governed by other travel and expense terms and conditions, subject to their applicable collective bargaining agreement.

General Expectations

- Expenses must always be reasonable, and kept to the minimum amount necessary to perform authorized Company business. If you have a question about whether an expense is appropriate, you should discuss with your manager before purchase or booking.
- Submit expense reports in [Concur](#) within 30 days following the completion of a business trip or expense transaction. Expense reports must include all appropriate documentation with details of each expense and business purpose (where required).
- All participants/recipients must be listed in the Concur entries for meals, Gifts, and Business Entertainment (as these terms are defined in company policies).
- If you are a T&E Approver, it is your responsibility to carefully review and approve or reject any submitted expense report within 30 days of receiving it in Concur. You are required to approve each expense report and your approval certifies that all submitted expenses are 1) compliant with the Company's policies and 2) properly documented.
- If you are a T&E Approver, Business Unit Leader, or Chief Financial Officer, you are responsible for the proper day-to-day administration and enforcement of this policy.
- If you are paid by a third-party and incur out of pocket expenses on behalf of NBCU, you cannot submit these expenses in Concur.

THE FINE PRINT

Managing Your Corporate Card

Refer to the *Managing Your Corporate Card Guidance Card* for additional information

Non-represented Staff employees who routinely incur business-related expenses (more than \$1,000 or local equivalent per year) should [apply](#) for the Citibank Corporate VISA Card (the Corporate Card) which is the required method of payment for all NBCU business-related travel and expenses.

- You are responsible for all charges on the Corporate Card.
- You may not use the Corporate Card for any non-NBCUniversal business expenses. Because of this, the Company actively monitors for charges that do not follow our policy.
- Do not link your Corporate Card to any third-party online payment platform such as PayPal, Venmo, etc.
- Do not use your Corporate Card to:

- Procure any category of purchase managed by the NBCU Group Procurement team. This includes, but is not limited to any Technology (Software, IT Hardware, Cloud, Telecom), Market Research, Security Services, Facility Services, or Marketing. Refer to [Procurement Policy Frequently Asked Questions](#) for more information.
- Any purchase that can be made through an existing Purchasing tool. Refer to the [NBCU Procurement Guide](#) for a list of buy channels, links, and what can be bought through them.
- Any purchase that would require a Cyber Security and/or Privacy review. Refer to [Third Party Security Program Portal](#) to initiate a Cyber Security review and [The Trust Intelligence Platform](#) to initiate a Privacy review.

If you have been assigned a separate Purchasing Card to charge production, event, or marketing-related services that cannot be paid by invoice, refer to the [NBCUniversal Purchasing Card Policy](#) for further guidance.

Managing Expense Reports

Refer to the [Managing Expense Reports Guidance Card](#) for additional information

- Submit expenses via Concur within 30 days of completion of your trip/rental/charge. Include the destination and business purpose of each trip and/or mode of travel. Incomplete forms or reports lacking appropriate receipts, approvals, or other required documentation will result in reimbursement delays or expense denials.
- Submit allowable out-of-pocket expenses within six months of the purchase date. Reimbursement will be via the NBCU Payroll system.
- If a delegate is used to create an expense report, you must perform a final review of expenses and submit the expense report.
- No employee, under any circumstances, may approve their own expense report.

Getting Ready to Travel

Employees are expected to adhere to local laws and regulations and observe normal safety precautions while traveling on Company business. Visit the [NBCU Travel Safety page](#) and check your local government's travel safety websites for the most current travel information.

The Corporate Card should be used for all reimbursable business expenses incurred as a result of work travel. If you have not been issued a Corporate Card, you must ask your manager to book travel for you and to submit your expenses through Concur.

- If you are traveling for the first time, review your Concur profile to ensure it is using the identity that matches your assigned Government ID.
- You must book airlines, rental cars, hotels, ground transportation, and related travel services through the [NBCU Travel & Expense website](#) or directly at www.concursolutions.com. In all instances, the travel must comply with [NBCUniversal's High Risk Travel Policy](#). Book directly using the online tool to limit fees incurred by NBCU for travel booked via phone.
- Make all travel arrangements at a reasonable cost consistent with achieving the goals of the business trip.
- Do not use our designated travel agency BCD for personal travel requests. Select travel discounts are available to employees via [NBCU Now or by calling the BCD Leisure number at 1-800-913-1942](#).
- Eligible employees are automatically covered by NBCU's Accidental Death and Dismemberment insurance at no cost while traveling on Company business. Additional travel insurance is regarded as a personal expenditure for which reimbursement will not be made.
- If your itinerary includes work travel and approved personal travel, only use your Corporate Card for the work travel; you must pay for your personal travel and expenses personally.

EXPENSE SCENARIOS

Traveling by Air

Refer to the [Traveling by Air Guidance Card](#) for additional information

- Purchase the lowest logical airfare without any significant inconvenience to you.
- Book using your Corporate Card through [Concur/BCD Travel](#), the Company's designated travel agency or call the NBCU Travel Agency at 855-844-NBCU (international numbers available via the [NBCU Travel website](#)).
- Whenever possible, fly on preferred (contracted) airlines where NBCU has a negotiated discount. [Concur/BCD Travel](#) offers travellers the lowest possible rates with our negotiated travel partners.
- Book as early as possible to take advantage of all available discounts or promotional programs, including those requiring cancellation fees. Generally, non-refundable tickets will be issued. Employees should use discretion to balance need for flexibility with pricing.

- Concur/BCD Travel will present available flight class options that are permitted under the Policy. Employees must select from the permitted options in Concur/BCD Travel.
- Take the lowest logical non-stop flight offered unless there is a valid business reason to take an alternate flight. You may choose to select flights with connections which may result in a more substantial discount providing all other low airfare policy objectives are met.
- Contact BCD Travel for unexpected or emergency travel changes at (855) 844-6228 [US] or (818) 487-0933 [Outside US]. If you are traveling outside your home country and need to update your travel arrangements, you must contact your home country BCD Travel office.
- To request a travel upgrade (outside of your designated flight class), secure the approval of your Manager and Business CFO. Following this, the NBCUniversal CFO and/or designee must also approve.

Traveling by Taxi/Uber/Lyft/Car Service

*Refer to the **Traveling by Taxi/Uber/Lyft/Car Service Guidance Card** for additional information*

- Select the lowest cost method of transportation and collect a receipt to submit with your expense report.
- If you use Uber frequently, you can connect [Uber Business](#) to Concur directly so that transaction details automatically upload to Concur for easier expense processing. Use caution when choosing Uber/Lyft for airport transportation due to variable “surge pricing” in comparison to NBCU car service fixed rates.
- Use a taxi only if it is regulated by the local government and can provide a metered fare and receipt.
- Approved [NBCU car services](#) are generally used for airport transfers and may also be used for business-related city travel at major NBCU work locations. Gratuity has been negotiated into preferred car service vendor’s rates, so additional gratuity to drivers will not be reimbursed by NBCU.
- You may use and expense an approved car service, taxi, or Uber/Lyft for trips between your home and your home office location only between the hours of 9pm and 6am and only if you have worked more than 10 hours in the day.

Renting a Car

*Refer to the **Renting a Car Guidance Card** for additional information*

The Company has partnered with Hertz for business car rentals and with National/Enterprise for Production-specific vehicle rentals (trucks, larger SUVs etc.).

- Book through NBCU partners to ensure the vehicle rental is properly covered by NBCU insurance programs.
- Charge all car rental costs on the Corporate Card and retain the receipt.
- Book Hertz car rentals via [Concur](#) or directly with Hertz using the NBCU Corporate Code [50013](#). When vehicles are not available through Hertz, a secondary partner National/ Enterprise, is available. Book using NBCU’s contract number [XZ17C8R](#) and charge to the Corporate Card.
- Avis should be used when Hertz or National/Enterprise are unavailable or unable to provide vehicles. The NBCU business travel code for Avis is [A965500](#).

Using Your Own Car

*Refer to the **Using Your Own Car Guidance Card** for additional information*

NBCU will reimburse all employees globally for mileage that qualifies as business mileage under your local tax code.

- Request reimbursement when you are driving your personal vehicle solely for business purposes. For example, driving out of the office to meet clients or to the airport for business travel. Commuting between your home and office is not considered reimbursable.
 - Mileage rates based on the country’s guidelines are programmed into Concur once mileage is entered.
 - Reimbursement is intended to cover fuel, operating expenses, repairs/maintenance, depreciation and insurance.
 - Parking fees and tolls can be reimbursed with receipts.

Traveling by Train

Travel by train on Company business is allowed at economy rates, subject to the following regional guidelines:

- **United States:** Amtrak, Acela Express, or Brightline business class travel is authorized when necessary to meet timely arrival at a destination. First Class travel is prohibited.
- **EMEA:** Eurorail and regional trains are permitted. Trips six hours or less should be booked in Coach.
- **APAC:** Highspeed trains are permitted. Trips six hours or less should be booked in Coach.

Booking a Hotel

- Book all rooms using [Concur](#) or NBCU’s designated travel agency BCD to ensure traveler safety/standard of care at a competitive rate. Negotiated hotel rates and accommodations are designated for major cities where NBCUniversal normally conducts business. The rates for hotel reservations are set when booking a reservation and should be confirmed at the time of check-in.

- Select a standard room only. Generally, upgrades to suites, concierge or executive floors are not permitted unless provided at the standard room rate.
- Charge the room to your Corporate Card at the time of booking and retain the receipt.
- Promptly cancel the room if your plans change. Hotel “no show” charges are not reimbursable, except upon the approval of your Manager.
- If attending a conference/seminar where a specific hotel has been contracted, book the room through the sponsoring organization only if the rate is lower than the corporate rate.
- Do not share a room with a colleague.
- Use of home-share accommodations such as Airbnb, VRBO, etc. is prohibited.

Dining

- Display financial prudence when purchasing food & beverage. Consider if you would have personally purchased the item throughout the course of a normal day when not engaged in business travel (i.e. your morning coffee) and seek reimbursement accordingly.
- Report your own meals when traveling with other employees. When not practical to do so, the most senior employee attending the meal is required to cover the business meal expenses. Retain the itemized receipt, report the business meal as “Meals Multiple Attendees,” and list all internal and external participants in the Concur entry.
- If you hold a title at or above Vice President, you may on occasion with pre-approval from your manager, take personnel out for a business meal or host a meeting with food, and the cost should remain as reasonable as possible.
- The most senior employee attending the business meal should incur the expense and report the meal as “Meals Multiple Attendees” and list all participants in the itemization entry.
- Tip in accordance with local customs but no more than 20%. Cash tips should not be provided.
- Retain the itemized and signature receipts for all food & beverage purchases and submit the receipt for any single purchase greater than \$250 via your Concur expense report.

Gifting and Entertainment

Consult the NBCUniversal Global Gifts and Business Entertainment Policy

NBCUniversal prohibits offering, promising, or giving Gifts, Business Entertainment, or anything else of value to improperly influence a Government Official or private party to gain a business advantage.

[NBCUniversal's Global Commercial Gifts and Business Entertainment Policy, Global Anti-Bribery/Anti-Corruption Policy, and Government Interactions and Political Activities Policy](#) governs offering and receiving Gifts and Business Entertainment to or from Government Officials or Business Partners (defined as current/potential suppliers, contractors, customers, third party intermediaries, or other commercial entities/individuals engaged in commercial dealings with NBCU).

Employees should be familiar with and refer to these policies **prior to** incurring any Gift or Business Entertainment expense on your Corporate Card. That policy requires pre-approval for expenses in many cases. Gift or Business Entertainment expenses that do not comply with these policies may not be reimbursed.

Giving Discretionary Items and Entertainment to NBCUniversal Employees and Talent

Discretionary giving of items and entertainment to employees and talent can include, but is not limited to, the following:

- Company-assets: Tickets, company “swag”, marketing/promotional items
- Certain categories of “reimbursable purchases”:

Reimbursable	<p>Gifts recognizing “lifecycle” events (birth of a child, employee wedding or engagement, hospitalization of employee, death of an immediate family member of employee, retirement)</p> <ul style="list-style-type: none"> • (1) The employee is permitted one gift per Lifecycle Event from the Company up to \$200, excluding shipping & handling/delivery fees (or local currency equivalent as outlined in the Appendix), • (2) the gift must be purchased for the employee (not their family members), and • (3) the gift is to be purchased by the employee’s direct supervisor and properly documented in Concur.
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The following are examples of discretionary giving that are not reimbursable – such purchases will be rejected as personal expenses and must be reimbursed to the Company:

Not Reimbursable	Birthday gifts or celebrations/parties for NBCU employees
	Gifts for an employee leaving the Company (excluding retirement)
	Gifts related to commemorating an individual’s years of service/anniversary. NBCU has a milestone gift program for employees.

	Cash-replacement gift cards are not allowed, i.e., Visa, Mastercard, and Amex. Specific merchant gift cards are permitted for lifecycle events, e.g., a gift card to a baby store for a birth.
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Incurring Other Business-Related Expenses

You may have reason to incur other business-related expenses, some of which are reimbursable and others which are not. Please refer to the ***Incurring Other Business-Related Expenses Guidance Card*** to learn more and carefully familiarize yourself with the expenses that are not reimbursable. Itemized receipts are required to be submitted for any expenses greater than or equal to \$250.

Additionally, consider the following guidance associated with special charges:

- **Donations/Payments to Non-Profit Organizations:** You must process donations or payments through [Accounts Payable](#), including donations in lieu of flowers for bereavement of an employee’s death in their immediate family. Do not make charitable donations with the Corporate Card and refer to the [NBCU Charitable Giving Policy](#) when making a donation.
- **Cash Advances:** Use cash advances sparingly and for approved business purposes only. Submit your request through [CRAFT](#) which is routed to your business unit’s Finance Manager for approval. Cash advances are processed through Concur, and you must itemize how you spent the cash with the same receipt thresholds.
- **Direct Billing:** You do not have the authority to have travel, lodging, meals, or entertainment expenses billed directly to the Company via invoice, except where the Company has established an existing account and granted consent to you to charge to that account (i.e. for corporate events).
- **Government Administrative Fees & Expenses:** You may be required to pay Government Entities for routine administrative fees or expenses associated with legitimate, work-related government services (e.g., FOIA requests, obtaining court records). Such fees and expenses are reimbursable as long as they meet the General Expectations above, and payment is made directly to the appropriate Government Entity (not to any individual), unless an exception to pay an individual is reviewed and approved by Compliance. This does not permit facilitation, or “grease” payments, to Government Officials, which are prohibited. See the [NBCUniversal Anti-Bribery/Anti-Corruption Policy](#) for further guidance.

Incurring Personal Expenses

- Do not use the Corporate Card for personal expenses. The purpose of the card is to enable payments for business-related expenses.
- Carefully consider traveling with family during business trips and/or extending business trips for personal reasons. Expenses associated with an employee’s family are never reimbursable, and any costs associated with extending business trips for personal reasons are not reimbursable.
- If necessary, itemize charges as “personal” when included with business-related expenses. For example, you pay for a movie at a hotel, which is not an allowable expense, and then do not have time for a revised invoice. Itemize the difference, indicate it as “personal” (see check box in Concur), and reimburse NBCU following the [Click to Pay process](#) within 30 days [US]. Contact your Finance partner for reimbursement instructions if you are outside the United States.

SUPPORT

Topic	Contact
Understanding the T&E Policy	Travel.Admin@nbcuni.com [US]
	EUTravelhelpdesk@nbcuni.com [EU]
	uktravelhelpdesk@nbcuni.com [UK]
Accessing the NBCU T&E Website	NBCU T&E Website
Accessing the Concur Website	Concur Website
Responding to health or safety issues during travel	International SOS
Cancelling/booking complex reservations	855.844.6228 [US]
	1.818.487.0933 [Outside US]
Creating a T&E Report	866.793.4040
Getting help from Citibank for my Corporate Card	800.248.4553 [US]
	Contact Us Page [Outside US]
Connecting Uber to Concur directly	Uber Business Profile Page
Adding an International calling plan to my mobile device	ServiceNow
Other Relevant Policies	<ul style="list-style-type: none"> • Purchasing Card (P-Card) Policy • Global Gifts & Business Entertainment Policy • Anti-Bribery/Anti-Corruption Policy • Charitable Giving Policy

APPENDIX**Local Currency Conversion Table: Employee Lifecycle Event Reimbursement**

Country	Final Value Local Currency (based on \$200 USD)
ARGENTINA	31,000
AUSTRALIA	250
AUSTRIA	200
BELGIUM	190
BRAZIL	500
CANADA	225
CHINA	1,180
COLOMBIA	360,000
EGYPT	1,700
FRANCE	185
GERMANY	170
HONG KONG	1,750
INDIA	7,700
IRELAND	170
ISRAEL	1,000
ITALY	175
JAPAN	22,600
KOREA, REPUBLIC OF	248,000
MEXICO	2,700
NETHERLANDS	190
NEW ZEALAND	300
RUSSIA	10,000
SINGAPORE	300
SOUTH AFRICA	1,800
SPAIN	160
SWITZERLAND	280
UNITED ARAB EMIRATES	650
UNITED KINGDOM	135
UNITED STATES	200

REQUESTING/MANAGING A CORPORATE CARD GUIDANCE CARD

TOPIC	GUIDANCE
Digital Wallets on Mobile Devices	The Citibank Corporate card cannot be added to a digital wallet on a mobile device, such as Apple Pay, Google Pay etc.
Disputing a Credit Card Transaction	<ul style="list-style-type: none"> Where possible, you should contact a vendor directly for corrections. If it is not possible to revise the transaction, you should contact Citibank at the number on the back of your card to raise a dispute for specific transactions. Citibank will then contact the vendor on your behalf to dispute the transaction. <p>If the dispute is deemed valid by Citibank, you will receive a credit on your Card. You will submit both the charge and the credit in Concur.</p>
Four Digit Pin	The Citibank Corporate card is a chip and pin card. The pin is established when you activate your card and will be used every time you insert the card into a credit card terminal at the time of the transaction. If you forget your pin, please download and refer to the CitiManager mobile app.
Fraudulent Transactions	<p>Citibank may contact you concerning possible fraudulent transactions charged on the corporate card.</p> <ul style="list-style-type: none"> You must immediately contact Citibank at the number on the back of your card to confirm or report fraudulent transactions on your account. Citibank will research the charges and apply temporary credit. A new credit card will be mailed to you. In addition to contacting Citibank, you must also inform your manager of any fraudulent charges on your corporate card. <p>If it is deemed fraudulent by Citibank, you will receive a credit on your Card. You will submit both the charge and the credit in Concur using the Fraud expense type.</p>
Lost or Stolen Cards	<ul style="list-style-type: none"> Lost or stolen cards must be reported to Citibank immediately. Options to report a lost or stolen card: <ul style="list-style-type: none"> Log into the CitiManager website and report it under “Card Details”. In the U.S., contact Citibank at 800-248-4553. For other locations, look up the local number via their website or app. The Citibank phone system will prompt you to supply your VISA number. <p>Citibank will send a replacement card. Be sure to verify the delivery address and specify a building, suite, or office number, if applicable.</p>
Suspension Criteria	<p>Cards will be suspended for any of the following reasons:</p> <ul style="list-style-type: none"> Unsubmitted charges aged greater than 60 days. A report is returned by T&E audit, an Approver, recalled by the employee and not resubmitted within 14 days. Cash advances that are not properly submitted in Concur within 60 days. Personal charges where you do not return funds to the company within 60 days of the transaction. A report pending manager approval for over 30 days. If you have corporate cards suspended frequently, you are in jeopardy of losing your Corporate Card privileges. <p>Reactivation of a suspended Card will occur within three business days of the approved expense report submission.</p>

TRAVELING BY AIR GUIDANCE CARD

TOPIC	GUIDANCE
Employees Traveling Together	The Company limits the number of management personnel flying corporate, charter or commercial aircraft together. It is the responsibility of the most senior management member on the flight to determine, in their good faith judgment, if the combination of the Company officials on the same aircraft poses a substantial risk to the continued operations of the Company in the event of an accident. Traveling together does not alter any employee's flight class designation for that trip.
Excess Baggage	<p>Baggage fees are generally reimbursable.</p> <ul style="list-style-type: none"> You are expected to minimize fees by checking the fewest bags possible. Additional checked baggage if required for business needs is allowed. You should follow their business policy and laws for shipping equipment, tools and/or merchandise.
Employee Funded Flight Upgrade [Not Reimbursable]	<ul style="list-style-type: none"> If you would like to upgrade your flight with frequent travel miles or by paying the additional costs, you would need to call the airline directly. Additional charges for upgrades are not reimbursable. You can use an upgrade certificate if it was paid for by yourself. The upgrade should be booked by contacting the airline directly (not through BCD).
One-Time Travel Upgrade Request	<p>If you want to request a <u>one-time</u> travel upgrade outside of your designated flight class:</p> <ul style="list-style-type: none"> You must request written approval from your Manager. If your Manager believes there is a business reason for an upgrade, the Manager must then forward the request to the Business CFO for approval.
Recurring Exception to Flight Class Rules	<p>If you want to request a <u>recurring</u> exception to the standard flight class rules determined by your career level:</p> <ul style="list-style-type: none"> You must request written approval from your Manager. If your Manager believes there is a business reason for a recurring exception, the Manager must then forward the request to the Business CFO and Senior HRM for approval. Following the Business CFO and Senior HRM approval, it will require the approval of the NBCU CFO and CHRO and/or their designee.
Frequent Flyer Programs	You are permitted to keep any frequent flyer points earned as a result of traveling on NBCU business. However, any unauthorized travel, airline favoritism, circuitous routings, or other activities specifically designed to accumulate frequent flyer points is strictly prohibited.
Lost Luggage	<ul style="list-style-type: none"> Lost luggage must be reported directly to the airline at the arrival airport location by completing the airline's required paperwork. The Citibank Corporate card provides the cardholder with coverage for permanently lost, damaged or stolen baggage or personal articles while checked with or carried on a common carrier, where the fare has been charged to the card. In addition to notifying the airline, you must file a claim with Citibank within 45 days of the date of the loss, theft, or damage. To file a claim from the US, call (800) 586 8458; from outside the U.S., call collect at (804) 673-1164.
Media Baggage	Visit the Travel site for the Media bags process and pricing.
Overbooking Compensation	You are not permitted to volunteer your reservation or make yourself eligible for any compensation relating to an airline over-sale situation if such action results in additional expense to the Company or loss of any work time.
Private Plane and Chartered Flights	Due to potential liability and insurance issues, employees are not permitted to pilot private planes/rental aircraft or to arrange chartered flights when traveling on Company business. In the limited instances where charter flights are used, requests should be coordinated though HighRisk.EHSRequests@nbcuni.com .

Relocation Travel	If you are relocating, please notify your HR partner (who will engage NBCU's Global Mobility Team) prior to booking any relocation travel.
Selecting Flights	<ul style="list-style-type: none"> • Alternative airports and low-cost airlines will occasionally be suggested when they fall within the parameters of the NBCU lowest possible airfare policy. • Charges for extra legroom, preferred seating and accessing Wi-Fi during flights are reimbursable business expenses. • Concur/BCD Travel will present available flight class options that are permitted under the Policy. Employees must select from the permitted options in Concur/BCD Travel.
TSA Pre-Check, etc.	Employees who travel 6 or more times in a rolling 12-month period may be reimbursed for one of the following programs: Global Entry, TSA Precheck, CLEAR. Receipts and appropriate documentation must be included when submitting through Concur.
Unused Tickets	When tickets are unused or partially used, you must designate this ticket status within the expense report in Concur. Unused ticket credits which can be used for future travel are being tracked by BCD Travel and Concur. You will be prompted to use the unused ticket credit when booking your next trip.
Visa	Visas required for business-related travel are reimbursable; however, employees must consult with the Human Resources and Immigration teams before incurring any visa-related expense.

TRAVELING BY TAXI/UBER/LYFT/CAR SERVICE GUIDANCE CARD

TOPIC	GUIDANCE
After Hours Work Travel	You may use and expense an approved car service, taxi, or Uber/Lyft for trips between your home and your assigned work location only between the hours of 9pm and 6am and only if you have worked more than 10 hours in the day.
Gratuities	Gratuities have been negotiated into preferred car service vendor's rates, so additional gratuity to drivers will not be reimbursed by NBCU.
Receipts	Receipts are required to be submitted in Concur for all ground transportation.
Uber Business	If you use Uber frequently, you can connect Uber Business to Concur directly so that transaction details automatically upload to Concur for easier expense processing.

RENTING A CAR GUIDANCE CARD

TOPIC	GUIDANCE
Car Size	<ul style="list-style-type: none"> • If up to two employees are traveling together, you may select a midsize or intermediate (“C-intermediate”) size rental. • If three or more employees are traveling together, you may select a standard or full size (or the minimum size car necessary).
Driver’s License Requirements and Insurance	If you are operating a vehicle (rental, personal or Company-owned) on Company business, you must have a valid current driver’s license. You must maintain a minimum of insurance coverage equal to that required under state law.
Personal Car Rental Using NBCU rate	You are permitted to request the Company rate when renting for personal use; however, it must be paid with your own personal credit card, and you should purchase the insurance.
Refueling	You should not purchase the fuel service option offered by Hertz or National/Enterprise. You are required to return the car with a full tank of gas unless unusual circumstances prevent you from doing so. Fuel charges are reimbursable.
Rental Car Insurance Coverage	<p>Booking through approved vendors ensures that the rental vehicle is covered by the Company’s insurance program.</p> <ul style="list-style-type: none"> • Loss Damage Waiver (LDW) and personal accident insurance should be declined on all Hertz and National/Enterprise rentals within the US. • For international rentals, call Hertz/National for your specific country requirements. Make sure you reference the relevant NBCU code (Hertz: 50013; National/ Enterprise: XZ17C8R; Avis: A965500) and charge to the Corporate Card.

USING MY OWN CAR GUIDANCE CARD

TOPIC	GUIDANCE
Commuting Expenses	Mileage, fuel, parking, and tolls incurred commuting to and from work at your assigned work location during regular business hours are not considered reimbursable.
Driving to the Airport/Train Station	When driving to the airport/train station for Company business, mileage and tolls are allowed for reimbursement only if it is not part of your standard commute.
Parking and Tolls	<ul style="list-style-type: none"> • Reimbursable with Receipts: Parking fees and tolls incurred while traveling on Company business. • Not Reimbursable: Parking and tolls for travel to and from work at the assigned office location.
Traffic Fines	Parking or moving traffic violations are not reimbursable. Exceptions require business CFO and Senior HRM approval.

INCURRING OTHER BUSINESS-RELATED EXPENSES GUIDANCE CARD

TOPIC	GUIDANCE
APPROVED FOR REIMBURSEMENT	
Combining Company and Personal Travel	<ul style="list-style-type: none"> You may extend a Company business trip to include personal travel. In these instances, both you and the T&E Approver must exercise care to avoid the appearance of unnecessary or poorly timed business travel to finance a personal trip. Weekend stays are considered business travel only if business is conducted over the weekend. You must use personal credit cards to pay for any expenses related to the personal portion of the trip. If you need to reimburse the Company for commingled charges made on a Corporate Visa card, expenses should be marked as “Personal” in Concur.
Gym Costs	You may be reimbursed for gym costs (day pass only) while traveling for business. Employees should use a hotel gym if possible before incurring fees elsewhere. Gym membership and packages are not reimbursable.
Immunizations	If immunizations or inoculations are required for business travel, they are reimbursable. COVID tests are not reimbursable (except in the event of workplace exposure in certain jurisdictions).
Internet Services	<ul style="list-style-type: none"> Hotel Wi-Fi Airplane Wi-Fi (subscriptions are not reimbursable) Airport or other “hot spots” for wireless internet connection <p>Not Reimbursable: Internet services at employee’s homes (excluding Fully Remote employees in select jurisdictions as outlined in the Remote Worker Expense Reimbursement Policy).</p>
Laundry and Valet	Reasonable laundry and dry-cleaning expenses are reimbursable business expenses on trips for four or longer consecutive nights. Reasonable clothing pressing expenses are reimbursable on trips longer than two consecutive nights. The maximum amount allowed is up to \$100 for each occurrence, respectively.
Office Supplies / Travel Accessories	Out-of-pocket purchases for office supplies (stationery, postage) are generally reimbursable expenses if they are bona fide business expenses. Additionally, employees based outside of the US who do not have access to a central purchasing system may also expense office supplies with their manager’s approval. Any purchase greater than \$25 should be accompanied by a receipt.
Personal Property Loss/Damage	Pending Manager approval, you will be reimbursed for personal property (necessary for the purpose of a business trip) that is lost or damaged due to fire, theft, or natural disaster while traveling on business, unless the loss or damage is due to lack of care on your part. An explanation of the incident and appropriate documentation to substantiate the loss, such as a police report, must be submitted for reimbursement in Concur.
Professional Licenses	Professional licenses required for an individual’s job standing (i.e. required for the employee to perform their basic job responsibilities – such as state licensing for CPA or JD).
Telecommunication Charges During Travel	<ul style="list-style-type: none"> Mobile phones should be used whenever possible. Phone calls made directly from a hotel phone are prohibited due to the high access charges. When travelling overseas, you must submit a request via ServiceNow to ensure that an international rate plan is in effect. Charges for business-related calls and reasonable charges for personal calls while out of the office are reimbursable. Telecommunications services include telephone calls, cell phone, and fax charges.

Tips	<ul style="list-style-type: none"> Reasonable tips for taxis/Uber/Lyft, restaurant meals etc. can be added to the NBCU Corporate card charge after the initial total is presented. Reasonable tips for porters, baggage handling, housecleaning or similar services are reimbursable business expenses. Cash tips must be documented and submitted via Concur. "Out of pocket" expenses incurred via personal credit card/cash are reimbursed via employee payroll.
Travel of a Spouse for a Company Event	Rarely, the travel and presence of your spouse or domestic partner serves a bona fide business purpose. A business purpose for spousal/domestic partner attendance must be approved in advance by the Business CFO and Human Resources team. There is specific documentation required, including listing a partner's business-related activities which support tax reporting requirements.
NOT APPROVED FOR REIMBURSEMENT	
Adult Entertainment	Not reimbursable in any circumstance. NBCU does not permit the purchase of adult entertainment while conducting Company-related business or travel. "Adult entertainment" is defined as nightclub type entertainment that includes shows or other activities with overtly sexual content (e.g., topless bars, strip clubs, etc.) or adult movies.
Home-Share Accommodations	Use of home-share accommodations such as Airbnb, VRBO, etc. is prohibited.
Gifts	Gift cards that are a cash-replacement, i.e., Visa, MasterCard, American Express.
Hotel Charges	<ul style="list-style-type: none"> Hotel "no show" charges are not reimbursable, except upon the approval of your Manager. You are responsible for canceling rooms if plans change. In-room movies at hotels Hotel "land line" phone usage that incurs charges
Internet Services	Internet services at employee's homes are not eligible for reimbursement (excluding Fully Remote employees in select jurisdictions as outlined in the Remote Worker Expense Reimbursement Policy).
Medical Expenses	The Company maintains health and workers' compensation insurance and any claims must be processed through those channels. Incidental costs for medication or medical treatment while traveling on Company business are not reimbursable via T&E. The claim process should be coordinated with your HR partner. COVID-19 tests are no longer reimbursable (except in the event of workplace exposure in certain jurisdictions).
Passports	Travel passports, renewal fees, and expedited fees without manager and finance pre-approval.
Periodical/Newspaper Subscriptions	Magazine and newspaper subscriptions are a non-reimbursable personal expense unless approved by an employee's supervisor and directly related to their job function.
Personal Items	Clothing, haircuts, cosmetics/make up, drugstore items, personal reading material, theater tickets, or other personal amusements.
Personal Property Damage	<ul style="list-style-type: none"> Personal Items such as cameras and jewelry that are not required for business purposes and should be covered by personal homeowners' or supplemental insurance. Luggage or briefcases damage caused by normal wear and tear or baggage handlers. Damaged bag claims should be made directly with the carrier.
Professional Memberships	Professional memberships that are not required for an individual's job standing (i.e. "nice-to-have" designations associated with an employee's profession/discipline).
Service Subscriptions	Streaming service subscriptions (Netflix, Hulu, etc.) are a personal expense unless pre-

	<p>approved by the Business CFO and documented in Concur with the clear business reason.</p> <p>Note: Peacock is accessible to US-based employees through NBCU registration.</p>
Spa Services	<p>Spa services. Spa gifts for clients must follow the Global Commercial Gifts and Business Entertainment Policy.</p>
Other expenses that are not reimbursable, not limited to:	<ul style="list-style-type: none"> • Airline club dues or fees • Airline wi-fi subscriptions • Credit card or Airline Reward program dues • Babysitter fees or childcare costs (benefits-eligible employees have access to childcare programs via myBenefits) • Sightseeing expenses • Pet sitting fees or pet care costs • Gym memberships • Social club fees or memberships • Fees related to “rewards” programs • Technology equipment not requested through ServiceNow • Office supplies not purchased through Purchase Manager • Items that are purchased through established Accounts Payable vendors and should be paid via Accounts Payable • Commuting expenses between employee’s home and routine office location • Individual employee meal while working at your assigned work location • Parking and traffic violations/tickets

MANAGING EXPENSE REPORTS GUIDANCE CARD

TOPIC	GUIDANCE
Training	To learn how to use Concur for expense reports, go to the NBCU travel website or attend T&E training .
Receipts	<ul style="list-style-type: none"> • Hotel folios (must be in local currency) and itemized rental car receipts are required, regardless of the amount of the charges. • Scanned/faxed images are required for all travel within the U.S. Original (paper receipts) are required for European hotel stays, rental cars, and certain meals for VAT reclaim. • All food and beverage expenses above \$250 USD or local equivalent (inclusive of taxes and tips) require the submission of both a signed receipt and a detailed (itemized) receipt. This includes business meals and/or business entertainment with clients, vendors or employees. An itemized receipt must show what was ordered at the meal. A signature receipt includes the subtotal, total amount, tip and signature. This is a global requirement. • For taxis, Uber/Lyft and car service, the destination and purpose of each ride must be indicated on the expense report. • Any expenses that are greater than or equal to \$250.
US-based Guidelines	<ul style="list-style-type: none"> • Receipts for cash items less than \$25 are not required. • Expenses incurred outside of the United States: <ul style="list-style-type: none"> ○ Original paper receipts are required for VAT reclamation purposes. ○ Concur will prompt you for receipts from those required countries, view FAQs for details. ○ All hotel bills must be addressed to NBCUniversal Media LLC - not your home address. ○ All hotel, meal and car rental original paper bills with vendor VAT number and invoice number must be mailed to NBCUniversal Travel (30 Rockefeller Plaza, Campus 620 – Suite 434-4, New York, NY 10112).
Non-US-based Guidelines	<ul style="list-style-type: none"> • Receipt requirements for expense documentation can vary depending on the country or business unit where the employee is based. For most countries, all expenses require a receipt, regardless of amount.
Missing Receipts	<ul style="list-style-type: none"> • If a receipt is required (i.e., hotel, car rental, restaurants) reach out to the vendor and request a copy of the receipt. • If a valid receipt cannot be obtained from the merchant, the Missing Receipt Declaration found under the “Manage Receipts” tab in the expense report must be completed and uploaded to the expense report. <ul style="list-style-type: none"> ○ This form cannot be used for Hotel or Car rental expenses. You must request a replacement from the vendor. ○ An expense delegate can create the expense report, however the employee must add a Missing Receipt Declaration; the traveler will need to acknowledge and submit the expense report for approval and processing.