

Vendor Terms of Engagement

Travel

Prudential has established expense reimbursement requirements for its vendors' business travel expenses. Vendor travel expenses shall not be incurred without Prudential's advance written approval and only if in-person on site work is required. Vendor business travel should only be utilized when use of virtual technology would be detrimental to an important business goal or purpose. Therefore, any onsite travel by you to vendor sites, other offsite meetings, or vendor meetings onsite at Prudential, should be strictly limited.

For consulting/professional services engagements, any onsite work should be targeted and limited in purpose and not exceed 25% of the billable time on a project. Even if such travel is approved by Prudential, any travel expense must be in accordance with this policy and should not exceed 5% of professional fees charged for the project work.

Depending upon the Prudential business for which you are performing services, you may be required to comply with supplemental requirements regarding travel expense reimbursement. These supplements may further restrict, but not relax, these requirements. Your contract with Prudential may include additional terms for travel expenses. In the event of a conflict between your contract and these requirements, your contract governs.

Payment: You are required to pay for your own travel costs directly, and then submit an invoice with appropriate itemized receipts to Prudential for reimbursement after travel is completed. You must provide proof of payment to Prudential, such as an original receipt, for all expenses over \$15.00.

If your travel involves air transportation, the following requirements apply:

- You are required to fly coach class within the contiguous United States and international destinations when flying time is less than six hours and 2,800 miles.
- For all other international travel, before you book your ticket, you must discuss with Prudential whether Prudential will permit you to use business class, or if coach class is required.
- First class travel is not reimbursable.
- You are required to book the lowest logical fare, with the fewest number of stops, within a 90-minute window of the required arrival or departure time as determined by the travel counselor or the Company's designated on-line booking tool. Carrier selection must be based on cost to Prudential, not personal preference.
- Non-refundable/penalty airline tickets should be utilized whenever possible as they often provide significant savings. The decision to purchase non-refundable/penalty airline tickets should be based on your business travel frequency and likelihood of reuse. In general, monetary penalties assessed by airlines for cancelled or changed tickets will not be

reimbursed.

- Membership dues for airline/airport clubs and airport security expedite programs are not reimbursable
- Airline convenience type services such as early boarding, expediate services, preferential/reserved seating location, priority seating, 'extra-legroom', exit row seats or various amenities like pillows and blankets for an additional fee is viewed as a matter of personal convenience and not reimbursable.
- When parking at the airport, short-term parking will only be reimbursed when length of time is less than 24 hours.
- The cost for checked baggage imposed by the airlines will be reimbursed; however, the cost for overweight charges is not reimbursable unless caused by business necessity.

If your travel involves **hotel** expenses, the following requirements apply:

- You should use Prudential designated preferred hotels.
- You must use a standard single room and must request the lowest hotel rate at time of reservation and at check-in
- Cancellation and no-show fees will not be reimbursed
- Executive rooms/concierge level expenses, fitness center fees or any sports fees (such as greens fees or court time charges) are not reimbursable.
- In-room movies and the in-room food and refreshment facilities are not reimbursable.

If your travel involves **ground transportation** expenses, the following requirements apply:

- You are required to use the most cost-effective means of ground transportation including the cost of parking during a business trip. This includes using public transportation whenever reasonable given time and safety considerations. Travelers must compare and choose the lowest rate among the types of transportation and then within the type of transportation (e.g., rail/subway, personal car, car rental, taxis/rideshares such as Uber/Lyft, and black car service).

Rail/subway

- You are required to use coach class for all domestic rail (Amtrak) travel. If there is a business necessity, you may use Acela.

Personal car

- In some cases, renting a car vs the mileage reimbursement may be more cost effective.
- If you use your personal motor vehicle for business travel you will be reimbursed at the Prudential's standard mileage rate, less the tolls and the number of miles that you incur in your regular commute.
- The mileage rate covers all costs associated with operation of the motor vehicle such as fuel, wear and tear, insurance and any financial damages or assessment resulting from an accident.
- You are responsible for traffic tickets or fines incurred.

Car rental

- You should use Prudential's designated preferred rental car provider using our account code that includes multiple benefits (e.g., unlimited miles, insurance coverage, etc.).
- The least expensive midsize/intermediate size car is the acceptable vehicle for your business rentals. A full-size car is reimbursable when three or more are traveling together.
- Any non-standard/add on items are not reimbursable (e.g., GPS, etc.)
- Any fee for a membership in a frequent or preferred renter program is not reimbursable.
- Any penalties or fines for traffic infractions, such as parking or moving violations, will not be reimbursed.
- Prudential will reimburse you for normal expenses incurred while operating a rental vehicle for business travel, (e.g., highway tolls and parking lot fees).
- Rental cars must be returned with a full tank of gas to avoid paying the premium that rental companies charge for refueling.
- You must report rental vehicle accidents with the local police department and the preferred car rental company.

Taxis/rideshares

- Yellow taxis and rideshares (e.g., Uber/Lyft) should be used when practical as these generally offer lower cost options.
- While traveling within the U.S. rideshares are allowable; however, it is not recommended outside of the U.S.

Meals: You must discuss in advance with the Prudential business for which you are performing services what, if any, expenses for meals will be reimbursed. If it is determined that meals are eligible for reimbursement, Prudential's daily meal caps would apply. Authorization approvals are subject to the requirements of the Prudential business for which you are performing services.