PARTICIPANT & CANDIDATE TRAVEL AND EXPENSE POLICY

Including:
- Summary of Reimbursement Policy
- Summary of Reimbursement Process
- Full Expense Policy Details

Effective: December 1, 2015
REIMBURSEMENT POLICY SUMMARY (see pages 4-9 for policy details)

Our objective is to provide our participants with logistical and financial support that enables us to work together and further the mission of the foundation.

As a participant, you are responsible for understanding this policy before incurring expenses. Expenses not expressly covered in this policy are not eligible for reimbursement.

General Info

• For expenses of USD75 or more, a corresponding receipt is required. See full policy for events sponsored by foundation offices outside of the U.S.
• Reimbursement requests are submitted via the Concur online tool and issued via electronic funds transfer direct to your bank account. See full policy for exceptions.
• Reimbursement requests must be received within 60 days of the foundation event.
• We only reimburse participants themselves, not the organization for which they work, since participants attend events and incur out-of-pocket expenses as individuals.
• We do not offer per diems, only reimbursements for out-of-pocket expenses incurred.

<table>
<thead>
<tr>
<th>TYPE OF EXPENSE</th>
<th>POLICY HIGHLIGHTS</th>
<th>POLICY PAGE REFERENCED</th>
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</table>
| Air Transportation | • You must contact the foundation travel department prior to all foundation air travel.  
• Airfare will be booked and paid for through the foundation travel department unless expressly directed by a foundation representative to do otherwise. If booking your own travel, you will need a pre-trip quote before doing so. | 7 |
| Ground Transportation | • Taxis and other modes of public transportation are eligible for reimbursement provided they are not used in lieu of foundation provided transportation.  
• Airport parking is eligible for reimbursement for the duration of the foundation-sponsored event if submitted with required receipts.  
• Mileage for personal vehicles is reimbursable at the U.S. Internal Revenue Service Rate. | 7 |
| Lodging | • Lodging will be arranged and paid by the foundation, unless expressly directed to do otherwise by the foundation. In such cases, the actual expense for lodging may be eligible for reimbursement within the guidelines of the policy and if submitted with proper receipts. Daily limits apply.  
• With the exception of Internet charges and parking, incidental expenses incurred such as telephone, movies, mini bar, laundry, and other services are not eligible for reimbursement. | 8 |
| Combining Foundation & Non Foundation Travel | • In order for your foundation travel-related expenses to be eligible for reimbursement, you’ll need to contact the foundation travel department for a pre-trip quote. | 8/9 |
| Meals | • Expenses for meals are eligible for reimbursement provided they are not incurred in lieu of foundation-provided meals. In such cases, the actual expense for meals may be eligible for reimbursement within the guidelines of the policy and if submitted with receipts (required if USD75 or more). Daily limits apply. | 9 |
| Travel-related Insurance, fees and Vaccines | • Standard fees paid for a passport, travel visa(s), and vaccines obtained specifically for a foundation-sponsored convening may be eligible for reimbursement if within the guidelines of the policy and submitted with required receipts.  
• Fees from airlines that charge for the first checked bag are eligible for reimbursement.  
• When traveling to a foundation event more than 100 miles from their home country, participants are automatically insured for certain travel and medical circumstances under the foundation travel insurance policy. Additional insurance purchased by participants is not eligible for reimbursement. | 9 |
REIMBURSEMENT PROCESS SUMMARY

**Step 1:** You receive an invitation to attend a foundation meeting with registration instructions and a link to the Participant Travel & Expense Policy.

**Step 2:** After registering, you receive instructions on how to arrange travel.

**Step 3:** You return required travel information either via an attachment or online via a link provided to you.

**Step 4:** You receive itineraries from a foundation representative.

**Step 5:** You attend the foundation event or meeting.

**Step 6:** You receive instructions for submitting an expense reimbursement claim.

**Step 7:** You create an expense report and submit your claim.

**Step 8:** Reimbursement is processed and issued to your bank account, typically within two weeks.

FOUNDATION CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Travel Support</th>
<th><a href="mailto:travel@gatesfoundation.org">travel@gatesfoundation.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Events Support</td>
<td><a href="mailto:events@gatesfoundation.org">events@gatesfoundation.org</a></td>
</tr>
<tr>
<td>Expense Claim Support</td>
<td><a href="mailto:Expense@gatesfoundation.org">Expense@gatesfoundation.org</a></td>
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1.0 Participant Responsibilities & Other General Information

Participants, as related to this policy, are individuals who have been invited to attend a Bill & Melinda Gates Foundation-sponsored meeting, event or interview.

Proper stewardship of available resources helps support our mission of increasing opportunity and equity for those most in need. Participants can foster good stewardship by adhering to the following guidelines.

You are responsible for understanding this policy before incurring expenses. Expenses not expressly covered in this policy are not eligible for reimbursement.

Summary of Participant Actions

1. Contact the foundation travel department to make any foundation-related travel arrangements. (Section 1.1)
2. Submit expense reimbursement claims using the online Concur expense reporting tool. You will receive a link and login instructions. Complete the claim electronically and submit it within 60 days of the meeting. (Section 1.2)
3. Submit receipts showing proof of payment for all expenses when the amount is USD75, or equivalent, or higher. Note: if the event is sponsored by an office outside of the US, required receipt amounts are different. (Section 1.4)

1.1 Travel Arrangements

It is required that you contact the foundation travel department to make your foundation-related travel accommodations (such as airfare, lodging, and ground transportation).

The travel department will book and pay for all arrangements, with the exception of travel that combines foundation and non-foundation business. In such instances, you will be instructed to arrange your own travel and will receive reimbursement only if you obtain a pre-trip price quotation from the foundation’s travel department (see Section 5.0 for details).

1.2 Expense Reimbursement

We are committed to minimizing the need for you to incur out-of-pocket expenses when traveling to a foundation event or meeting. Typically, meals and ground transportation are prearranged and billed directly to the foundation, as are lodging and airfare when arranged through the foundation travel department.

Expenses are not eligible for reimbursement if they are incurred because you choose to decline foundation-provided meals, lodging, airfare, or ground transportation.

For out-of-pocket expenses incurred while participating in a foundation-sponsored event, you are solely responsible for promptly submitting your reimbursement claim. Receipts are required for all expenses when the amount is USD75, or equivalent, or higher. If your event was sponsored by an office outside of the US, receipt requirements are different (see page 6.) Foreign currencies reimbursed in US Dollars will be exchanged using the Oanda.com daily rate, based on transaction date.

Expense claims cannot be reimbursed at the event.

Expense claims must be submitted using the Concur online tool. Reimbursements will be issued direct into your bank account. If you have not received a link to the Concur tool, ask your foundation representative. If you are unsure who this is, email Expense@gatesfoundation.org for assistance.

Instructions for completing the expense reimbursement will be emailed to you with the link to the tool. Submit your completed expense claim form within 60 days of the end of your event.

Assuming your report is complete and the banking information is valid, you can expect reimbursement within two weeks of submission. For reimbursements in USD, EURO or GBP, you will receive funds via Electronic Funds Transfer. For all other currencies, the exception process will apply (ref sec. 1.3 below) and a wire transfer will be issued.

1.3 Exceptions to Using the Concur Online Tool

You will be expected to use the online tool for claim submission, unless one of the following scenarios applies to you:

a) If you are attending an event sponsored by a foundation office outside of the U.S.
b) If technical access prohibits your ability to use the online expense reimbursement tool
c) If you need to be reimbursed in a currency other than USD, EURO or GBP
d) If you are an Advisory Panelist
In these scenarios, you will receive the foundation’s *Participant Expense Claim Form* from a foundation representative. Return the completed form and copies of required receipts, within 60 days of the event, to the email address provided on the form.

**1.4 Receipt Requirements**
Due to local tax regulations, the foundation office sponsoring the event determines the policy for receipt substantiation. The majority of foundation events are sponsored by either the Seattle or Washington DC offices and therefore follow the US guidelines. Please note the location of the event does not determine which foundation office is sponsoring the event. The US offices often sponsor events in foreign countries. If you are uncertain which office is sponsoring your event, please contact your foundation representative.

Note: a travel itinerary is not an adequate proof of payment. Receipts must provide proof of payment.

**Receipt requirements based on sponsorship location:**

**US Offices Sponsored Events (Seattle or East Coast Office (Washington DC))**
- Internal Revenue Service regulations require us to obtain receipts for reimbursement claims when the amount is USD75, or equivalent, or higher.
- Expense claims USD75 or higher submitted without a receipt will not be reimbursed.
- We encourage you to retain a copy of your receipts for your records.

**China Office Sponsored Events**
- Receipts or fapiaos must be submitted for all expenses.
- Expense claims without a receipt will not be reimbursed.

**Ethiopia Office Sponsored Events**
- Receipts must be submitted for all expenses.
- Expense claims without a receipt will not be reimbursed.

**India Office Sponsored Events**
- Receipts must be submitted for all expenses INR265 or higher.
- Expense claims INR265 or higher submitted without a receipt will not be reimbursed.

**Nigeria Office Sponsored Events**
- Receipts must be submitted for all expenses.
- Expense claims without a receipt will not be reimbursed.

**South Africa Office Sponsored Events**
- Receipts must be submitted for all expenses.
- Expense claims without a receipt will not be reimbursed.

**Europe & Middle East Office Sponsored Events**
- Receipts must be submitted for all expenses GBP45 or higher.
- Expense claims GBP45 or higher submitted without a receipt will not be reimbursed.

**1.5 Banking Information**
When submitting an expense claim, participants must completely and accurately provide all the requested bank information. Reimbursements will be issued via *Concur Expense Pay* or wire transfer to participants requesting reimbursement in currencies not supported by *Concur Expense Pay*. Contact your bank for help in obtaining this information. Incomplete or inaccurate information will delay reimbursement and expense claims may be denied.

**1.6 U.S. Government Officials**
Federal tax law regarding private foundations restricts us from reimbursing certain expenses to certain U.S. government officials. The law applies to federal, state, and local officials. These rules do not apply to officials from other countries.

We must clarify your U.S. government employment status to help determine what travel-related costs, if any, we are able to reimburse. Participants who are employees of the U.S. government must request a Determination of U.S. Government Official Status form from their foundation representative. Complete and return this form before booking accommodations and arranging travel.
2.0 Air Transportation
The foundation travel department will select flights based on the following criteria, in descending order of priority: nonstop routes, our preferred carriers, lowest fare available at time of booking, and departure date and time. These priorities override personal preferences or frequent-flyer program considerations. Although the foundation will not require participants to travel on red-eye flights, this option is available if specified when submitting your travel request.

2.1 Domestic Travel
Coach class is standard policy for all flights.

2.2 International Travel
The foundation defines international flights as those for which the country of departure differs from the country of final destination. Coach class is standard policy on international flights less than or equal to five hours total flying time. Business class is standard policy on international flights of more than five hours total flying time.

3.0 Ground Transportation
The foundation will strive to provide transportation throughout the duration of the meeting. After you’ve submitted your travel request or registration form, you will receive the logistical details for your trip. If you do not receive this information, contact your foundation representative.

Expenses incurred because you choose to decline foundation-provided transportation are not eligible for reimbursement.

For transportation not provided by the foundation, such as transfers to and from the airport, you must first attempt to arrange such transport through the foundation travel department.

If the requested service is available, the foundation travel department will receive and pay the bill directly. You should not tip. The foundation calculates and pays tips at the time of booking.

If transportation cannot be prearranged, the travel department will ask you to arrange your own ground transportation based on the following guidelines.

3.1 Taxis and Public Transportation
The most cost-effective, safe, and efficient ground transportation is to be used. Taxis, public transportation, and airport shuttles are reimbursable examples.

Contact the foundation travel department if you have any questions about appropriate means of ground transportation.

3.2 Personal Vehicle
If you use your personal vehicle for foundation business, record the mileage and submit it with your expense claim. If you forgot to record your mileage, the foundation will accept a reasonable mileage estimate obtained with Web-based applications such as MapQuest.

3.3 Rail Travel
Rail travel must be booked through the foundation travel department. Business class is standard policy on all rail travel.

3.4 Airport Parking
Airport parking is eligible for reimbursement for the duration of the foundation-sponsored event. The receipt (if USD75 or more) must include start and end dates and the daily parking rate.
4.0 Lodging
All lodging must be arranged through the foundation. We will strive to have hotel accommodations billed directly to us. In circumstances where we are unable to secure such reservations, a foundation representative will direct you to arrange your own accommodations within the guidelines noted below.

All lodging is reimbursable up to the following maximum nightly rates (before tax):

<table>
<thead>
<tr>
<th>CITY</th>
<th>DAILY MAXIMUM (Stated in USD)</th>
</tr>
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<tbody>
<tr>
<td>Washington, D.C.</td>
<td>$300</td>
</tr>
<tr>
<td>All other international locations</td>
<td>$300</td>
</tr>
<tr>
<td>All other U.S. cities</td>
<td>$250</td>
</tr>
</tbody>
</table>

Note: This is not a per diem. Receipts, including the detailed hotel folio, are required for reimbursement.

Incidental hotel expenses incurred, such as telephone, movies, mini bar, and laundry, are not eligible for reimbursement.

4.1 Special Note Regarding Certain Non-reimbursable Properties
For tax reasons specific to the foundation, we cannot transact financially (lodging, meals, or other services) with certain properties. They are:

The Charles Hotel, Harvard Square, Cambridge, Massachusetts

Four Seasons Hotels and Resort properties including the hotels listed below:
- Any Four Seasons Hotel
- Beverly Hills Wilshire
- Chicago Ritz
- Regent Singapore

5.0 Combining Foundation and Non-Foundation Travel

5.1 Airfare
You must contact the foundation travel department to arrange travel accommodations when attending a foundation event. In the event the travel department directs you to make your own arrangements (for example, when combining foundation travel with non-foundation travel), complete the steps below to be eligible for reimbursement.

1. Contact the foundation travel department at least one week before your trip to receive a pre-trip price quotation that states the amount eligible for reimbursement regarding the foundation-business portion of the trip.
2. Complete the reimbursement claim within 60 days of the event (see Section 1.0 for details).
3. Attach the pre-trip quotation along with your receipt when submitting your expense report.

The amount eligible for reimbursement is equal to the lower of the following:
- the price quotation received from the foundation travel department
- the actual cost of the ticket (as stated on the receipt)

Note: We do not reimburse the value of mileage or reward programs.
5.2 Lodging
Lodging during foundation-sponsored events must be arranged by the foundation, unless you are expressly directed to do otherwise by a foundation representative.

Accommodation expenses incurred for personal guests are not eligible for reimbursement. Lodging for early or extended stays in conjunction with a foundation-sponsored event is the participant’s responsibility.

5.3 Transportation
Transportation of personal guests and/or transportation in lieu of foundation-arranged transportation is not eligible for reimbursement and must be arranged by the participant.

6.0 Meals
We will strive to provide meals throughout the duration of the event. Expenses incurred because you choose to decline a foundation-provided meal are not eligible for reimbursement. Notify your foundation representative before the event begins of any special requirements, and he or she will ensure within reason that they are accommodated. Meals not provided at the meeting, such as in route to and from the location, are eligible for reimbursement within the following daily maximum, which includes tips. Please note that this is a daily maximum including applicable taxes, not a per diem.

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<thead>
<tr>
<th>CITY</th>
<th>DAILY MAXIMUM (Stated in USD)</th>
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</thead>
<tbody>
<tr>
<td>All other cities</td>
<td>$125</td>
</tr>
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</table>

6.1 Meals with Multiple Diners
We only reimburse meals for participants themselves. If you pay for a meal that includes multiple diners, you may only claim reimbursement for the portion incurred for yourself and any other event participants. Please provide the number of eligible diners. Reimbursement maximums will be based on the total number of qualified foundation participants. If the above information is not provided, the reimbursement amount will be determined assuming one qualified participant.

7.0 Travel-Related Insurance, Fees, and Vaccines
7.1 International Sickness and Travel Accident Insurance
Participants traveling to a foundation event are insured for selected travel and medical circumstances under the foundation travel insurance policy when traveling to another country that is more than 100 miles from their home country. Additional insurance purchased by participants is not eligible for reimbursement.

We will provide full details and eligibility requirements, a copy of the foundation’s International Sickness and Travel Accident Policy, and accompanying FAQ’s upon request from Expense@gatesfoundation.org.

7.2 Travel Visa and Passport Fees
Standard visa and passport fees incurred within 6 months of a foundation-sponsored meeting are eligible for reimbursement. Rush fees, including expedited shipping, are not eligible for reimbursement without prior written consent from a foundation representative. You are responsible for investigating applicable immigration rules and obtaining a passport and appropriate visas.

7.3 Immunizations and Medicines
Fees incurred to obtain immunizations specifically for a foundation-sponsored event within six months prior to the meeting are eligible for reimbursement. Other medicines, including over-the-counter, and physician visits are not eligible for reimbursement.

7.4 Lost or Delayed Airline Baggage
Lost or delayed baggage is an inherent risk of travel. The foundation does not reimburse or provide insurance for lost, stolen, or delayed baggage or to replace items affected by such incidents. Participants must work with the airline to locate items and/or file any necessary claims.

7.5 Checked Baggage Fees
Fees from airlines that charge for the first checked bag are eligible for reimbursement. Fees from airlines to check bags beyond the first one or for other items, such as overweight baggage, are not eligible for reimbursement.