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# Travel Policy

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## Business Travel Expenses

Expenses incurred by an employee while representing the Company on company sponsored business are generally reimbursable. Business travel expenses are reimbursable if the expenses are (1) reasonable and necessary expenses, (2) incurred while away from home, and (3) directly connected with and necessary or appropriate to the pursuit of Company business. Employees holding jobs that are designated as requiring extensive travel will be expected to travel as a condition of employment. For all other positions, travel is considered only an incidental part of satisfying specific job requirements. All expenses are subject to audit. **Any item not in compliance with this policy will be deducted from the employee's reimbursement.**

### General Business Travel Procedures

- Business Travel Request: All business travel requests must be approved in advance and in writing or email by a Vice President or above.
  - Travel Approver: The approving authority responsible for confirming that the trip cost, routing and accommodations are within policy and appropriate for the purpose of the trip.
  - Corporate Visa Card: All employees anticipating travel are required to apply for the [corporate VISA card](#). All travel expenses must be placed on this card, unless the vendor does not accept credit cards.
1. **All U.S. travel arrangements must be made through Concur, Tech Data's online booking tool.** Travel arrangements include transportation to and from the travel destination(s), hotel and rental car reservations. For after-hours emergency assistance when traveling in the continental United States, employees may call **(800) 241-0944**. For travel outside of the continental United States, travelers should obtain an after-hours emergency number, which can be accessed in the country in which you are traveling. Changes to an employee's travel itinerary while en route should be made by the Travel Center. Change fees may be reimbursed based on reasonability, justification and cost. Travelers should keep in mind the average change fees range from \$100.00 to \$250.00, in addition to the airfare differential at the time of change.
  2. Once a travel itinerary is established, any changes must be approved in advance and in writing by the person originally approving the travel.
  3. All travel expenses are to be paid by the traveler at the time of purchase. All air charges will be made on the corporate air account by the Travel Center and noted on the "Expenses Direct Billed to Tech Data" on the expense report. All other expenses (car, hotel, food, etc.) must be submitted on an expense report. The employee must use their corporate credit card for such expenses. If the corporate credit card is used for an item in excess of \$3,500.00, the reimbursement may be made directly to Visa.
  4. Travelers will provide a copy of their itinerary to their supervisor before leaving on business travel and include a copy with their expense report.
  5. In the event that several key employees (directors and officers of the Company) are traveling concurrently, efforts should be made to schedule their transportation separately.
  6. Corporate credit cards will be issued to all employees who travel as part of their job requirements. Corporate credit cards are issued only as a convenience. The corporate credit card must be used for business related charges and may not be used for personal charges. Its privileges will be revoked if abused. Those employees who are in the application process are expected to use

a personal credit card or cash to cover business-related travel expenses. In the event that the financial requirements of a business trip are in excess of an employee's means, a cash advance may be requested through Supplier Payables.

## Air Travel

### Domestic Air Travel

1. All Domestic air reservations are to be made via [Concur, Tech Data's online booking tool](#).
2. When booking flights, every effort should be made to book travel at least 14 days in advance. Arrival and departure times shall be arranged as close to the scheduled business activity as possible.
3. All Tech Data employees will fly coach class for all flights. Senior Vice Presidents and above may travel first class on flights of approximately three (3) hours or more.
4. Travel arrangements may call for connecting flights and travel on commuter planes.
5. In-flight amenities such as Wi-Fi for flights less than three (3) hours, phone services, and entertainment provided at additional cost are non-reimbursable.
6. The most efficient and cost effective means of travel will be used whether travel is paid by Tech Data or reimbursed by a customer or vendor.

### International Air Travel

International air travel is inherently more expensive than domestic air travel. Additionally, costs and quality of service vary considerably between providers of international air travel services. Accordingly, to maximize the safety, security and efficiency of our travelers, the following additional guidelines are provided for international air travel:

1. Unless approved by the Travel Center, all international travel must be booked via Tech Data's Travel Center with an approved [Travel Request Form](#).
2. All Tech Data employees fly coach class for all flights. For flights over seven (7) hours, Vice Presidents and above may select business class travel.
3. Every effort should be made to book international travel in advance. Advance bookings of international travel plans may substantially increase the likelihood of securing more appropriate and preferred itineraries, as well as discounts.

## International Travel Emergency – Tech Data Contacts

If a traveler is in Mexico or Latin America and has an emergency, they may contact Luis Dabalsa at (305) 718-3164 (office), (786) 325-9976 (cell), or (305) 238-4758 (home).

In case of an emergency in the US or Canada, please contact Jeff Riley at (727) 532-8003 (office) or (727) 639-2252 (cell).

In case of an emergency in Europe, please contact Rudy Neefs at 0032-53-73-7991 (office) or 0032-471-930-519 (cell).

Refer to **Appendix A** for *International Travel Precautions* and the [TDNet Travel Website](#) for *Travel Advisories*.

### **Use of a Personal Vehicle for Business Travel**

Certain business travel will require an employee to use their personal vehicle. As a general rule, using a personal vehicle for business travel will be required for business trips in which one way mileage is 200 miles or less and 400 miles or less round trip, and the aggregate cost of traveling by car (**mileage x standard reimbursement**) is the least expensive alternative.

### **Mandatory Insurance Requirements for Use of Personal Vehicle for Business Travel**

Individuals using their personal vehicle for business travel are required to maintain insurance with no business use exclusions in coverage amounts as indicated below or as required by state laws, whichever is greater:

- \$100,000 bodily injury per person;
- \$300,000 bodily injury per accident;
- \$100,000 property damage per accident;
- Or a combined single limit of \$300,000 for bodily injury and property damage per accident.

Upon request, a copy of the employee insurance declaration page or certificate of insurance must be submitted.

### **Mileage Reimbursement Calculation**

Please give total amount of miles **in excess of those miles normally driven to and from work** (commuting miles) times **.54 cents per mile** for mileage. All employees are required to maintain a travel log indicating business mileage traveled, but do not have to submit copies as a part of their expense reimbursement claim. Mileage logs must be kept updated and be available for audits if the need should arise.

Gas reimbursement is for rental car refueling only.

The Company is not responsible for any physical damage, insurance collision or comprehensive deductibles, parking, towing or moving traffic violations. **In the event of an accident, immediately notify David Kervin, Director of Risk and Insurance, at extension 75868.**

### **Car Rentals (Domestic and International)**

All domestic rental cars are to be reserved through Concur, Tech Data's online booking tool. International rental cars are reserved by the Travel Center via the Travel Request Form.

*Multi-month rentals* - All domestic multi-month rental agreements are to be booked through the Travel Center.

*Rental car requirement* - All individuals requiring rental cars for business travel will be required to maintain a current driver's license and abide by any restrictions contained thereon while operating the rented vehicle.

*Age restrictions* - Please contact the Travel Center if you are under age 25, as there are some age restrictions with some of the car rental agencies.

*Changes/cancellations* - All changes and/or cancellations of rental cars must be coordinated through the Travel Center. "No show" charges and unauthorized upgrades are the responsibility of the traveler.

*Insurance coverage (US)* - For rentals booked in the United States, employees should deny all insurance coverage offered at the Hertz Rental Car agency desk as insurance is included in Tech Data's corporate rates with Hertz. These charges will not be reimbursable by the Company. The corporate umbrella policy covers employees during business travel.

*Insurance coverage (non-US)* - For non-US rentals, full coverage should be accepted and will be reimbursed.

*Multiple employees traveling to the same location* - In the event that multiple employees are traveling to the same location, best efforts should be made to coordinate car rentals so that only one car for four employees is achieved. An upgrade to a full sized vehicle will be allowed in this case. Travelers are encouraged to refuel outside of airport locations.

Under no circumstances should a rental vehicle be operated by a Tech Data employee who has been drinking alcoholic beverages, or who is under the influence of prescription sedatives, hallucinogens or other medication (prescription or otherwise) in which driving or operation of mechanical equipment is discouraged. **In the event of an accident, immediately notify David Kervin, Director of Risk and Insurance, at extension 75868.**

### **Hotel Accommodations (Domestic and International)**

*Overnight stay* is permitted when one's business travel is greater than 75 miles away from the closer of the business traveler's primary place of residence or our corporate offices, and/or the business function lasts in excess of one day.

*Reservations* - All domestic lodging reservations are to be made through Concur, Tech Data's online booking tool. Tech Data preferred hotels should be used to maintain Tech Data's corporate rates and amenities.

*Lodging Costs* - All lodging costs are to be paid by the traveler and entered on the expense report.

*Seminars, conferences or meetings* - Preferred hotels can be requested by the traveler in the event that the traveler is attending a seminar, conference, meeting or other similar function that warrants the traveler to stay in the same hotel as the function the traveler is attending. Otherwise, the Travel Center will recommend hotels or lodging arrangements for a mid-priced business class hotel, geographically convenient to the traveler's business destination.

*Use of hotel Wi-Fi* – First and foremost, the Traveler shall utilize the hotel's free Wi-Fi access whenever available. If the hotel charges for Wi-Fi access, refer to the "Wi-Fi Services" section below for usage and reimbursements.

***Room guarantee*** - The Travel Center will guarantee the room for late arrival to the traveler's corporate or personal credit card.

***Cancellations*** – All cancellations must be telephoned to the Travel Center prior to the hotel's deadline, as noted on the traveler's itinerary, to avoid "no show" charges. All "no show" charges are the responsibility of the traveler and will not be reimbursed.

### **Meals**

The following daily meal reimbursement limits are based upon the city into which the travel occurs. **If your destination is not listed as a Premium City, the Standard City rate of \$45.00 applies. Generally, partial day travel shall have meal reimbursement limits of \$10.00 for breakfast, \$15.00 dollars for lunch and \$20.00 for dinner.**

Reimbursement of expenses incurred for meals may begin on the first travel day in accordance with the starting and ending time of travel. Reimbursable meals depend upon the employee's travel itinerary. If an employee's travel itinerary requires an employee to start/end his workday two hours before commencement (or after completion) of a "normal" workday, meals will be provided on that travel day. Normal workday is 8:00 a.m. to 5:00 p.m. To be reimbursed, you must provide receipts for each meal. You will not be reimbursed for a meal cost in excess of the daily meal limit.

The following daily meal limit is inclusive of tips and snacks for the associated meals:

State	Key City	County and/or Other Defined Location	Premium City Total by Day
AZ	Phoenix, Scottsdale	Maricopa	\$60.00
CA	All	All	\$60.00
DC		Washington (cities of Alexandria, Fairfax and Falls Church)	\$60.00
FL	Miami, Broward, Palm Beach	South Florida	\$60.00
GA		Atlanta	\$60.00
IL	Chicago	Cook, Lake	\$60.00
MA	Boston, Cambridge	Suffolk, City of Cambridge	\$60.00
MD		Montgomery, Prince George's	\$60.00
NV	Las Vegas	Clark County	\$60.00
NY		New York City	\$60.00
PA	Philadelphia	Philadelphia	\$60.00
VA		Arlington, Fairfax	\$60.00
WA	Seattle	King	\$60.00
Latin America and Caribbean	All	All	\$60.00
All other countries outside of the Continental U.S.	All	All	\$80.00

**Examples:**

1. Bill's flight to Atlanta leaves TIA at 7:05 a.m. and arrives at 10:30 a.m. Breakfast would not be reimbursed for Bill in this case because 7:05 a.m. is not two hours before Bill's normal workday begins.
2. Bill's return flight from Atlanta arrives at TIA at 11:00 p.m. Bill would be reimbursed for dinner expenses on the last travel day of his trip since he arrived home more than two hours later than his normal workday would have provided.
3. Bill's flight leaves at 2:30 p.m. Bill is only entitled to reimbursement for dinner that day.
4. Bill returns from travel at 6:30 p.m. He is not entitled to reimbursement for dinner since his travel did not extend more than two hours later than his normal workday.

If travel is required on a weekend or holiday, meals will be reimbursed providing you are traveling through the respective meal times.

**Alcohol Policy**

Tech Data does not encourage or endorse alcohol consumption. Employees are expected to act responsibly. Underage drinking is illegal and will not be tolerated. Please refer to the Company Alcohol Policy for additional policy details ([On Line With you - Company Alcohol Policy](#)).

## Corporate Calling Card Policy and Guidelines

### Purpose

This policy is established to provide guidance to employees who, through the nature of their work, are required to travel and need to make long distance telephones calls.

### Owner and Enforcement

The owner of the policy shall be the Corporate Services group. Administration may be delegated to the Technology group within IT, Miscellaneous Payables, and Security.

### Usage Guidelines

The Corporate Calling Card obtained under this guideline shall be used first and foremost for business purposes. As with all Tech Data property, employees have a responsibility to properly use the calling card. Usage logs may be reviewed by Technical or Financial personnel to assure compliance with this policy. Users may be requested to provide written justification for charges deemed excessive per the guidelines outlined in the Usage Review section below.

### Procedures and Issuance

To obtain a calling card, please submit an IT Service Request.

### Loss, Replacement or Deactivation

Please contact the IT Help Desk at x77500 to open a trouble ticket.

### Usage Review

The Telecommunications Manager or designee will conduct a monthly review of the use of Corporate-issued Calling Cards.

- Calling Card usage that is deemed excessive may result in email notification to the user and their Manager for review to provide written justification of the expense, or direct Management notification via IT Executive Management for justification.
- Email notifications containing proper Calling Card usage procedures may be sent to the user.

## Incidentals

### Telephone Calls

See the above Calling Card Policy for guidelines and usage.

### Airport Parking

When travel plans include air travel, the Company will reimburse for mileage to and from the departure airport at the standard mileage reimbursement rate. This reimbursement will be limited to miles traveled in excess of those normally driven to and from work (commuting miles). Employees should park in the long-term and/or economy parking lot at the departure airport unless their departure or arrival times are in the late evening or they perceive a potential danger for their personal safety in getting to their car. Long-term parking should be used for all departures from Tampa International Airport (TIA) unless the duration of the trip is less than 48 hours. Under these circumstances, use of the short-term lot is permissible.

### Tolls, Gas and Parking

Charges must be broken down by day. Do not accept or activate rental car electronic toll payment services. If gas reimbursement is requested, do not submit mileage. Employees should find the least expensive parking available at any hotel or destination. Valet parking is not permitted unless needed for physical or safety reasons and if self-parking is not available or exceeds the cost of Valet parking, which should be documented on the expense report.

### Baggage Fees

Tech Data will reimburse related baggage fees when a traveler is required to check their baggage. Travelers should be prudent and limit their number of bags based on the trip length and duration.

## Wi-Fi Services

**Inflight Wi-Fi.** Employees will be reimbursed for business use of in-flight Wi-Fi costs on the following basis:

- Reimbursement for the actual cost of service will be made for all flights
- Employees should review the airlines' Wi-Fi programs and their travel plans to determine the most cost effective purchase. This could be by segment, by day, or for very frequent travelers, by month.
- Reimbursement will be made via the expense reporting process. A receipt for the service must be included in the submission.

**Hotel Wi-Fi.** Employees will be reimbursed for business use of hotel Wi-Fi on the following basis:

- Reimbursement of hotel Wi-Fi service will be up to \$15/day.
- Reimbursement will be made via the expense reporting process. The hotel receipt must include a breakdown of the Wi-Fi costs.
- Employees should attempt to use free Wi-Fi access in the hotel lobby or in the business center when available.

## Non-Reimbursable Expenses

Employees are expected to exercise discretion when incurring expenses while traveling on behalf of the Company. All travel expenses are subject to review and reimbursement will not be approved for those deemed unreasonable. The following expenses are not reimbursable:

- Dry cleaning or laundry services for trips less than seven days
- Valet parking (see exclusions above)
- In-room movies
- In-room mini bar
- Gratuities in excess of 20%
- Toiletries
- Fees for exercise facilities
- Alcoholic beverages not in compliance with the travel policy
- Inflight phone or entertainment services
- GPS/Navigation, satellite radio, or electronic toll payment services



## Event Travel Policy

### Purpose and Statement

The Event Travel Policy is an addendum to Tech Data's Corporate Travel Policy. For this purpose, "event travel" is defined as travel for events or activities managed by the Events department of Marketing Services. Because most of these events or activities are sponsored by Tech Data's business partners, and because the attendance of these events typically includes customers or business partners, it is particularly important that employees uphold Tech Data's Shared Values and act professionally, ethically and responsibly when participating in event travel.

The goal of this policy is to establish and communicate equitable standards and effective procedures for participating in "event travel" events. Any items not covered herein should follow the Corporate Business Expense policy.

### Policy Objective

The Event Travel Policy's purpose is to identify acceptable expenditures for group travel, and identify reimbursable versus non-reimbursable expenses in relation to event travel.

### Event Travel Definition and Procedures

Event travel is defined generally as 10 or more people traveling to a common destination for a common purpose. Examples of event travel include:

- Sales Training Meetings
- Territory/Regional Meetings
- National Sales Meetings
- Regional Reviews
- Sales Incentive Trips
- Customer Appreciation Events
- Regional Appreciation Events
- Customer Summits
- Partner Connections/Summits
- Road Shows
- Business Partner Summits
- Business Partner Briefings

The appropriate Tech Data Event Planner from the Events department will provide agenda and registration information for these events.

For events in which less than 10 people are traveling to a common destination, the Travel Center should be contacted directly by the traveler to coordinate air, hotel and car rental/ground transportation.

### Air Transportation

- Make all air transportation arrangements with the Travel Center based on event guidelines provided by the assigned Event Planner. If you do not use the Travel Center, you may not be reimbursed for these expenses.
- Tech Data and the Travel Center have agreements with several air carriers that provide discounts off published fares, provided certain rules and conditions are met. Employees are expected to book reservations as early as possible to support corporate fiscal objectives.
- For event air travel, all itineraries and costs will be reviewed by the Event Planner to approve that the cost is within budget.

- If you have a deviation from the established travel dates or city pairs, you will be responsible for the cost of the deviation. If the deviation is due to a business reason, you are responsible for requesting approval to charge the additional cost to your department budget.
- If you request a change once tickets have been issued, you will be responsible for any applicable change/transaction fees.

### **Hotel Accommodations**

- The Travel Center can assist with hotel selection/reservations for events that require less than 10 rooms.
- The Events Department supports most events requiring 10 or more rooms. As a designated attendee for an event managed by Events, the assigned Event Planner will manage your hotel accommodations, including hotel selection, arrival and departure dates. Please contact the assigned Event Planner if you have questions.

### **Ground Transportation**

- If ground transportation is provided for a meeting/function, other means of transportation will not be reimbursed.
- Employees must document mileage on an Expense Report and submit the report within one week of the event conclusion.
- If ground transportation is not provided for the event, utilization of the most economical means of transportation is expected. Please refer to the Tech Data Corporate Procurement Preferred Supplier Listing for limousine and bus rentals.

### **Food and Beverage**

- If you are an event participant, you are expected to attend meeting meal functions. You will receive reimbursement for meals only in those circumstances in which a meal is not provided as part of the event agenda. You will be reimbursed based on Tech Data guidelines for meals not provided during meetings. Please refer to the [Corporate Travel Policy](#).

### **Guest Policy**

Some business events include the approval of guest attendance. For these events:

- Guests must be at least 21 years of age.
- Guests will be held to the same standards of behavior that we request of employees.

### **Authorization Procedures**

Some event travel reimbursement policies may be more restrictive than Tech Data Corporate Travel Policy guidelines. Check with the appropriate Event Planner for specific guidelines for a particular event.

### **Event Alcohol Policy**

Please refer to the [Event Policies & Procedures](#) for policy details.

## APPENDIX A

### International Travel Precautions

1. Travelers should not advertise the fact they are a U.S. citizen;
2. Travelers should know what to expect at customs and immigration; travelers should ensure they have appropriate documentation such as a Visa, if required before flights are ticketed;
3. Travelers should always carry a “copy” of their passport for identification purposes (if legal), and be sure to always have it in their possession; leave the original and other valuables in the hotel safe;
4. Dress down; do not give the appearance of prosperity; do not wear business suits, jewelry, or eyeglasses; don't look like a tourist, wear attire which is appropriate for the average citizen; travel in groups;
5. In some countries, even the police may be dangerous, so use caution in dealing with them;
6. Have a daily itinerary and follow it; travelers should make others aware of their schedule so someone will know if past due in arrival;
7. Follow the local news regarding safety and high crime matters;
8. Be aware of scams;
9. Travelers should be conscious of their environment;
10. Learn to use the local phone system and carry appropriate coins;
11. Learn foreign phrases: I need the police, doctor, telephone, hospital, embassy, hotel, etc.; learn local emergency phone numbers in the language of the country in which you are traveling; get a list of doctors from the consulate or embassy; determine if hospitals or doctors require cash in advance;
12. Never leave luggage unattended; travelers should stay close to luggage even when with a cab driver; hand-carry valuables; engage only uniformed licensed porters and don't let them out of sight; do not use expensive luggage;
13. Arrange to be met by a courtesy vehicle or a known individual; do not drive; avoid public transportation, except for licensed taxis; ask for fares in advance; never get into a cab with anyone inside, other than the driver; have the hotel concierge write out destinations for the drivers; ask the concierge for reasonable fees, even if the cab is metered; carry a hotel card for possible use on the return trip to lodging;
14. If travelers must drive, vehicles should not be driven with the windows open; in some places (e.g. San Juan, Mexico City, Montego Bay), it is legal to drive through red lights at night because stopping is so dangerous; if bumped by another car, travelers should not stop until they are in a lighted area, preferably with police around; ignore persons in apparent distress;
15. Travelers should familiarize themselves with tipping practices;
16. Valuables should not be left in room; do not put out a notice to clean room; do not accept a room which connects to another room;

17. Carry only the money needed; place wallet in a front pocket, and place a safety pin over the top of the pocket; hold purses close and away from the street side, avoid long straps;
18. Prior to travel, travelers should become familiar with the currency exchange rates for the appropriate countries; this information is readily available at International Airports;
19. Exchange a minimal amount of US dollars (\$100.00) into local currency prior to traveling; this will be helpful in cases of late arrivals for taxis and tipping;
20. While in-country, only exchange the estimated sum that will be used in one day; exchange at hotel, or at a nearby well known bank; the rates will be better at local in-country banks; obtain exchange receipts, as they will be necessary for expense report calculations and claims;
21. When using credit cards, verify the rate billed against the rate used in expense reporting as the difference can be sizable;
22. Use care when consuming local food and water; use only bottled water; drink only from previously unopened containers; do not add ice; avoid locally bottled soft drinks; avoid street vendors; avoid accepting drinks or cigarettes from people you do not know;
23. Stay inside after dark; if inclined to visit night spots, frequent only good quality establishments, go in groups, and stay together.

## APPENDIX B

### Expense Report Guidelines

Employees are expected to submit accurate statements of their expenses. It is a violation of Tech Data's [Business Ethics Policy](#), as well as this Policy, to make any submission that does not honestly and accurately reflect the actual costs incurred for meals, rooms, air fares, etc. When completing [expense reports](#), please follow the procedures and complete all information requested. Receipts are required for all expenses. Employees are required to submit itemized receipts for any expense over \$25. Any expense under \$25 can be submitted with a non-itemized receipt under the applicable Expense Type. If a receipt is not available, the employee should submit as Miscellaneous with a comment substantiating the expense (i.e. vending machine).

The automated approval workflow will direct the Expense Report to the employee's Director or the next level of authority. [Expense reports](#) must be submitted within one week of travel. Expense reports that are not submitted within ninety days of the "Finish Date" will not be reimbursed. When a report is approved, the Concur approval workflow will automatically forward the Expense Report to the next step of the process.

You must attach images of original itemized receipts. Tear-off stubs are not considered to be valid receipts for reimbursement. Images can be generated by using a 'smart' device (iPhone, iPad, Android, Blackberry, etc.) or you can capture the image with a scanning printer. Upload the images using the procedure unique to each device.

1. Complete the Expense Report using the Concur method of your preference (Smartphones, iPads, Laptop, Desktop).
  - **Report Name:** A unique name that will help you identify your report.
  - **Start Date:** Selected from drop-down calendar.
  - **End Date:** Selected from drop-down calendar.
  - **Business Purpose:** The overall purpose for the trip.
  - **Job Number:** If this is a TDAgency/Co-op expense, enter the Job Number.
  - **WBS:** This field is only used by the IT Department.
  - **Comments:** Any additional information useful in the review/audit of this Expense Report.
2. Expenses Direct Billed to Tech Data:
  - **Airfare.** Direct billed by the Travel Center. Attach image of itinerary.
  - **Car Rental.** Attach image of original receipt.
  - **Hotel.** Attach image of original receipt. If staying more than one night, expense must be broken down by day.
  - **Expenses OUT OF POCKET:** You must attach images of original receipts. Itemized receipts are required when submitting expense reports. Tear-off stubs are not considered to be valid receipts for reimbursement.
  - **Airfare.** Charges not direct billed (Change of travel fees).
  - **Baggage Fees.** Tech Data will reimburse business related baggage fees when a traveler is required to check their baggage. Travelers shall be prudent and limit their number of bags based on the trip length and purpose.
  - **Car Rental.** Car rental fees.
  - **Transportation.** Taxi, limo, etc. Receipts required.
  - **Mileage.** Please give total amount of miles in excess of those **miles normally driven to and from work (commuting miles) multiplied by the current rate per mile for mileage**. If mileage reimbursement is requested, do not submit for gas reimbursement. All employees are required to maintain a travel log indicating business mileage traveled,

but do not have to submit copies as a part of their expense reimbursement claim. Mileage logs must be kept updated and be available for audits if the need should arise.

- **Tolls, Gas and Parking.** Must be broken down by day. If gas reimbursement is requested, do not submit mileage.
  - **Hotel.** Room charges and taxes only. If staying more than one night, expense must be broken down by day.
  - **Laundry.** Only permitted if travel is for more than 7 days.
  - **Meals.** See policy herein.
  - **Personal Phone.** \$10.00 a day in the United States or \$20.00 a day outside the country. Expense is to be broken down by day. Corporate calling card should be used for all telephone calls.
  - **Business Phone.** All business calls made while traveling. Expense is to be broken down by day. Corporate calling card should be used for all telephone calls.
  - **Monthly Phone.** Attach image of complete original phone bills.
  - **Entertainment Vendor or Customer.** Please list guests, as well as company and business purpose.
  - **Entertainment Employees.** Please list names and purpose.
  - **Miscellaneous.** Anything not covered above (explanation required).
3. Explanation for Entertainment and Miscellaneous expenses listed under Section (C). The company, names, and purpose should be listed.
  4. Submission:
    - When complete, "Submit" the report. Concur will route the report to the appropriate approvers.
  5. Travelers who received an advance from Tech Data will have it included in their summary section of the Expense Report. If money is due to Tech Data, please make a check payable to Tech Data and send it to the Accounts Payable department.

**PLEASE NOTE:** An [expense report](#) must be turned in within one week of the employee's return from travel. Expense reports that are turned in after ninety days will not be reimbursed.

An employee's Director or above can and should approve all expense reports. However, if an employee's Director or above is party to any business entertainment submitted on the expense report, the expense report must be approved by the next level of management. As a general rule, when entertaining, the highest-ranking Tech Data employee or officer at the function should submit the entertainment expense on their expense report.

Expense reports for international travel will be converted to US dollars by Concur based upon the conversion rate used at the time of each expense.