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	SUPERSEDES: PO:FIN:2019:02.05.06.02	OWNER – BUSINESS UNIT: Travel and Expense
	APPROVED BY: Policy Office	CONTACT: TandE@starbucks.com
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NON-PARTNER TRAVEL AND BUSINESS EXPENSE STANDARD - U.S. and CANADA

PURPOSE

Starbucks is committed to the safety and well-being of all non-partners traveling on Company business. The *Non-Partner Travel Standard – U.S. and Canada* supports the *Travel and Business Expense Standard – Global* by meeting that commitment while prudently managing the costs and risks associated with non-partner travel and the reimbursement of business expenses.

While the intent of this Standard is to address the most common travel and business expense scenarios, unique situations may arise; those situations will be addressed within the spirit of this Standard.

This Standard defines the expectations for business travel and expense reimbursement.

APPLIES TO

This Standard applies to all non-partners who incur travel and/or business expenses on behalf of Starbucks. Newly hired partners who are relocating and traveling prior to their effective start date must refer to the *Relocation Standard – Global*. This Standard may be impacted by additional contractual requirements Starbucks may have with a non-partner’s organization.

The business unit/market has the authority to make their travel and business expense expectations more restrictive, but not less restrictive, than the global Standard.

All partners who are responsible for authorizing the travel of non-partners must provide this Standard to the non-partners and ensure that the non-partners comply with the requirements. Starbucks may choose not to reimburse for expenses that do not comply with this Standard.

DEFINITIONS

These definitions apply to terms as they are used in this Standard and supporting Procedures.

Terms	Definitions
Assigned Company Location	The Starbucks facility from which the non-partner most frequently works, as established with their manager.
Authorized Travel Approver	A Starbucks director or above, within the Starbucks manager’s organization
Manager	Starbucks manager responsible for non-partner’s work assignment, expenses and policy compliance



Terms	Definitions
Non-Partner	An individual contracted to perform services for, or in support of Starbucks and is not an employee (partner) of Starbucks. Classifications of Non-Partners may include contingent worker (CW), independent contractor, professional service provider (PSP), managed/outsourced service provider, or candidate for employment.
Travel Management Company (TMC)	A designated corporate travel agency that provides travel services for approved business travel.

REQUIREMENTS

General Requirements

Non-partners who travel and/or incur business expenses, and partners who are responsible for approving requests and expenses, must ensure expenses are:

- directly related to Starbucks business;
- obtained at a price consistent with Starbucks standards;
- allowable per Starbucks standards; and
- consistent with Starbucks Mission, policies and standards.

Travel Arrangements

Starbucks requires pre-trip approval prior to booking business travel. The Starbucks manager is responsible for obtaining approval prior to booking, per the requirements posted on the Travel and Expense Hub site.

Non-partners must book all business travel using the Starbucks designated Travel Management Company (TMC), Egencia, unless approved otherwise by the Starbucks manager. The Starbucks manager is responsible for requesting a TMC travel profile by emailing the Travel and Expense team. Simple trips should be booked via the TMC's online booking tool. Non-partners may use TMC travel consultants to arrange complex itineraries.

Non-partners must make reservations at least 14 days in advance of the travel date to ensure availability and to increase the likelihood of acquiring the lowest fares.

Non-partners may not use TMC travel services to arrange personal travel or companion travel.

Starbucks has negotiated corporate rates and discounts with specific travel category suppliers. These preferred suppliers must be the primary choice when traveling for Starbucks business.

Non-partners who travel for business must follow all local or jurisdictional health requirements that may be required when traveling and must adhere to all documentation requirements (e.g., passport, visa).

Non-partners must adhere to all travel safety and security guidelines, as instructed by the Global Security and Global Travel and Expense teams.



Non-partners are allowed to participate in travel supplier loyalty programs (e.g., airlines, hotels); however, this participation may not influence booking decisions or increase cost to Starbucks.

Non-partners may use personal upgrades provided there is no additional cost to the Company to redeem or qualify for the upgrade.

Non-partners may not use any business travel cost savings for personal gain or incentive.

Non-partners are eligible for Starbucks-provided central-bill services for airfare, lodging and car rentals. Non-partners must pay for any non-central billed expenses with their own funds.

Starbucks will reimburse non-partners for actual travel and business expenses paid with their own funds that comply with this Standard after the appropriate documentation is provided as outlined in the Reimbursement Submission section.

Air / Rail Transportation

Starbucks will reimburse for approved transportation expenses for business travel via air and/or rail as specified below.

Air Travel

Business trips must be booked at the lowest reasonable non-stop or one-stop fare.

Economy class is the approved class of air travel for all non-partners.

Rail Travel

Economy class is the approved class of rail travel for all non-partners.

Other Air/Rail Expenses - Reimbursable

- Reasonable luggage fees
- Basic seat assignment fees in economy cabin (when seat assignment is not included in airfare)
- In-flight entertainment expenses in economy class on flights between continents
- In-flight internet access expenses (used for business purposes)

Other Air/Rail Expenses- Non-Reimbursable

- Club/lounge memberships, fees or daily passes
- Flight insurance expenses
- Preferred seat assignment fees or upgrade fees for preferred seating

Hotel / Lodging

Starbucks will reimburse for approved lodging expenses for business travel if a non-partner cannot reasonably go to and from the location in a single day.

A standard room is the hotel room type allowed for business travel.



Starbucks may provide short-term housing options for business travel or assignments that are greater than one month; non-partners should email the Travel and Expense team for assistance.

Other Lodging Expenses – Reimbursable

- Internet access expenses (used for business purposes)
- Laundry expenses if business trip is five or more nights

Other Lodging Expenses – Non-Reimbursable

- In-room movies/entertainment
- “No Show” charges due to a failure to cancel

Ground Transportation

Starbucks will reimburse for approved ground transportation expenses as specified below.

Non-partners may use ride share, taxis, shuttles, rail, personal vehicle or public transportation as acceptable ground transportation options.

Non-partners may use rental cars if other ground transportation options do not meet the non-partner’s business requirements at a lower overall cost. Compact or smaller is the standard car rental classification.

When renting a car to drive on company business, non-partners must confirm that their personal automobile insurance or organization will cover any loss not covered by the car rental agreement. Non-partners must provide proof of coverage to Starbucks, if required. Starbucks does not reimburse for insurance coverage expenses.

When driving a personal vehicle or a car sharing service vehicle on company business, non-partners must maintain at least the minimum insurance coverage required by their state/province. Non-partners must provide proof of coverage to Starbucks, if required. Starbucks does not reimburse for insurance coverage expenses.

Non-partners should use low cost, reasonable and safe options for parking.

Other Ground Transportation Expenses – Reimbursable

- Parking expenses and/or tolls during business travel
- Parking expenses and/or tolls when driving a personal vehicle during a reimbursable trip
- Valet parking expenses (if a business need exists)

Other Ground Transportation Expenses – Non-Reimbursable

- Rental car refueling by the rental company
- Mileage expenses associated with driving a rental car
- Fuel expenses associated with driving a personal vehicle on company business
- Car washes, car repair or maintenance expenses
- Insurance deductibles



- Monthly or recurring parking fees
- Moving violation, parking or any other vehicle related fines

Mileage

Starbucks uses the standard government guidelines to reimburse non-partners for business related miles or kilometers driven in their personal vehicle.

Starbucks will reimburse for all miles or kilometers driven in a personal vehicle that are required for the non-partner's job or position, less the distance between the non-partner's home and their assigned company location ("standard commute").

Meals

Starbucks will reimburse for the actual cost of approved travel meals.

Travel meals are expenses where non-partners are on overnight or same day travel. Same-day travel (no overnight) is when a non-partner is outside their normal Starbucks work environment for more than 8 hours.

The guideline for travel meals (including beverages) is USD \$65 or equivalent per day. The city of travel will influence the amount of a reasonable daily guideline.

Starbucks does not reimburse for alcoholic beverages.

Communication and Connectivity

Starbucks will reimburse for business-related connectivity expenses that occur while outside of the non-partner's assigned Company location and/or during business travel.

Starbucks will not reimburse for monthly (or recurring) connectivity expenses for personal devices or home-based internet.

When associated with business, Starbucks will reimburse for reasonable connectivity expenses for personal devices. The non-partner must provide documentation that additional charges were incurred outside their standard plan.

Starbucks will reimburse for necessary accessories for a Starbucks owned mobile device. Non-partners should reference the *Telecommunications Standard – U.S. and Canada* for specific details. Starbucks will not reimburse for personal device expenses, including purchase, accessories, replacement, upgrade, activation or termination.

Starbucks will reimburse for mobile applications that are necessary to support specific position requirements. The application must be in accordance with the *Information Privacy, Security and Governance Policy – Global*.

Other Reimbursable/Non-Reimbursable Expenses

In addition to those mentioned elsewhere in this and related standards, the following items are examples of other common expenses. This list serves as a guide in accordance with Starbucks policies and is not meant to be all-inclusive.



Reimbursable Expenses

- Passport or visa expenses (in direct relation to business travel or assignment)
- Vaccination and testing expenses (in direct relation to business travel or assignment)
- Office supplies
- Locally customary gratuities (not to exceed 20% of the pre-tax subtotal)

Non-Reimbursable Expenses

Any expense that is not explicitly listed as an allowable or reimbursable expense should be considered non-reimbursable.

Responsibilities

Non-partners and Starbucks managers are responsible and accountable for compliance with this Standard.

Exceptions

Exceptions to this Standard require written approval by a Starbucks executive vice president or above within the business unit responsible for the travel or business expenses.

Exceptions to this Standard for disability accommodations only require written approval by a Starbucks Partner Resources manager.

Reimbursement Submission

Reimbursable travel and/or business expenses incurred by a Contingent Worker (CW) managed through the Non-Partner Workforce Program, must be entered into the Fieldglass system. Please contact nonpartnerworkforce@starbucks.com with any questions.

All other non-partners must submit an approved invoice and supporting documents to Accounts Payable within 30 days of incurring the travel and/or business expense. Please contact Accounts Payable with any questions.

Starbucks will reimburse the actual amount of the travel expense. Starbucks will not pay for mark-ups or additional service fees.

Non-partners are required to submit itemized receipts for all expenses. The receipt must include:

- Amount of each item purchased
- Date of transaction
- Detail of what was purchased
- Name of merchant
- Total amount



SUPPORTING INFORMATION

POLICIES, STANDARDS, PROCEDURES

- *Global Business Management Policy*
- *Travel and Business Expense Standard – Global*
- *Telecommunications Standard – U.S. and Canada*
- *Global Information Privacy, Security and Governance Policy*
- *Relocation Standard – Global*

DOCUMENT HISTORY

Version	Date	Approver Title
V1.0	10/09/2009	Accounts Payable
V2.0	01/25/2010	
V3.0	01/01/2011	
V4.0	01/01/2013	
V5.0	12/22/2016	Enterprise Policy Office
V6.0	3/20/2019	Enterprise Policy Office director, Expense Operations
V6.1	4/15/2019	Enterprise Policy Office
V6.2	12/19/2019	Enterprise Policy Office
V7.0	7/1/2022	internal policy manager, Enterprise Policy Office