

KRAFT HEINZ TRAVEL POLICY

In the event travel is approved for Services, Supplier will comply with the Kraft Heinz Travel Policy as follows:

- A.** All domestic flights must be reserved by Supplier at least fourteen (14) days in advance of travel.
- B.** All international flights must be reserved by Supplier at least twenty-one (21) days in advance of travel.
- C.** Business class for flights is only permitted when the flight time is over six (6) hours in duration and approved in advance by Kraft Heinz.
- D.** Any checked baggage fees are only permitted when travel is four (4) days or longer in duration.
- E.** Any laundry fees are only permitted when travel is six (6) days or longer in duration.
- F.** Supplier must reference Kraft Heinz's per diem document for city specific daily food allowances. The per diem amounts for city specific food allowances are set forth at: http://www.kraftheinzcompany.com/terms_conditions_purchase/purchase-terms.html
- G.** Unless Supplier is staying at a Kraft Heinz approved hotel, Supplier should not exceed the daily midscale cap set by the BTN Corporate Travel Index Hotel Cost Breakdown for the current year.
- H.** All expenses incurred by Supplier must be supported by the appropriate documentation. Receipts are required for all charges (regardless of the amount) on a global basis.
- I.** All expenses must be submitted within thirty (30) days of the transaction or the expenses will not be approved by Kraft Heinz.
- J.** All rental cars must be booked in the economy class unless there are at least four (4) travelers.