

## **SCHEDULE D**

### **TRAVEL**

These travel terms and conditions (“**Terms**”) constitute an agreement between MoneyGram Payment Systems, Inc. (“**Customer**”) and you (“**you**” or “**Supplier**”) related to your provision of Goods and/or Services to Customer. Terms capitalized herein but undefined shall have the definitions assigned them in the master services agreement (“**MSA**”) and/or the Statement of Work (“**SOW**”) executed by and between Customer and the Supplier.

1. **Overview.** In the event travel by the Supplier and its Representatives is reimbursable by the Customer in connection with an MSA or SOW, or if travel is required by Supplier or its Representatives and Customer approves the reimbursement (“**Travel Expenses**”), the Supplier and its Representatives agree to conduct such travel and incur expenses related to such travel in compliance with the Terms.
2. **Validity.** Customer reserves the right to deny reimbursement of Travel Expenses for failure to comply with these Terms. To be reimbursable hereunder, all Travel Expenses must
  - 2.1.1. Be documented, by contemporaneous receipt or paid invoice.
  - 2.1.2. Be reasonable given the location, time, and business need involved.
  - 2.1.3. Be directly related to the Supplier’s or its Representatives’ provision of Goods and/or Services under a SOW.
  - 2.1.4. The travel that the Travel Expense relates to must be pre-approved by the Customer in writing.
3. **Rules and Policies.** The rules and policies related to business travel applicable to employees of the Customer shall apply to the Supplier and its Representatives; provided, however, the Supplier and its Representatives may not hold themselves out as employees of the Customer or improperly use benefits available to employees of the Customer to the detriment of the Customer or its employees. The applicable rules and policies are attached hereto as Exhibit 1.

## **EXHIBIT 1**

### ***I. Requirements***

#### **A. PRINCIPLES**

Travel and entertainment undertaken by a supplier must be consistent with the services being delivered to MoneyGram, and conform to the MoneyGram Travel & Entertainment guidelines contained herein. MoneyGram will reimburse suppliers for expenses actually incurred in the performance of contracted services with us, and intends that the supplier should neither lose nor gain financially as a result of business travel. *The Company has no obligation to reimburse suppliers for expenses that are not compliant with this policy or for which proper documentation is not submitted.*

#### **B. SUPPLIER RESPONSIBILITIES**

The Supplier is responsible for complying with the travel policy, and is expected to use discretion and good judgment in all matters where funds are expended for MoneyGram reimbursable expenses. All expenses submitted by a Supplier for reimbursement must be supported by appropriate documentation, as further detailed throughout this policy. Expenses not submitted within 90 days of the transaction date are the responsibility of the supplier and not considered reimbursable.

#### **Quick Reference to the Travel and Entertainment Policy\***

<b>Item</b>	<b>Reimbursable</b>	<b>Non-Reimbursable</b>
<b>Air Travel</b>		
Airline club memberships		X
Frequent flyer/promotional program fees		X
<b>Lodging</b>		
Internet connections	X	
In-room movies		X
Laundry/dry cleaning	Six plus days	
Tipping	X	
Valet parking	Limited	
<b>Meals and Entertainment While Traveling</b>		
Breakfast, lunch, dinner	Per Policy Guidelines	
<b>Mobile Devices</b>		
Mobile and tablet charges		X
<b>Personal Expenses</b>		
Child and dependent care		X
Fines and tickets		X
Lawn care		X
Kennel care		X
Personal and corporate card fees/charges		X
Personal travel and entertainment		X
Spouse, child or companion travel		X
Tolls, fuel, and parking for commuting		X
Vacation travel combined with business travel	With restriction	
<b>Transportation Expenses</b>		
Rental vehicles for business use	X	
Tolls, fuel and parking for non- commuting travel	X	

**\*Note:** This table is a quick reference to the contents of this policy and should not be used as a substitute for reading the policy.

## ***II. Policy Provisions***

### **1. TRAVEL AUTHORIZATIONS**

All supplier travel plans must have prior MoneyGram approval.

### **2. CASH EXPENDITURES FOR BUSINESS PURPOSES**

When personal cash or a cash advance is used for travel expenses the supplier must submit an itemized receipt documentation of all cash purchases, regardless of the dollar amount. ATM machine receipts or bank withdrawal slips are not valid receipts as these only indicate the amount of cash withdrawn and not the purpose and location of the expenditure. Any portion of cash expenditures for which proper documentation is not submitted is subject to non-reimbursement by the Company.

### **3. TRAVEL ARRANGEMENTS**

#### **RESERVATIONS**

Suppliers are encouraged to use MoneyGram preferred travel partners, where available discounted rates provide a cost benefit over alternative options typically used by Supplier. MoneyGram can provide a list of preferred providers with whom we enjoy discounted rates, upon request.

### **4. AIR TRAVEL**

#### **FREQUENT FLIER PROGRAMS AND AIRLINE CLUB MEMBERSHIPS**

MoneyGram will not reimburse for any fees required to join Frequent Flier programs or to obtain airline club memberships. Suppliers may elect to join airline clubs at their personal expense. Supplier may retain Frequent Flyer program benefits accrued when traveling for business. Supplier are encouraged to use their accrued benefits to contract business travel at a lower cost to the Company.

#### **AIRFARE**

Suppliers are encouraged to book airfare that meets budget requirements and achieves business needs. MoneyGram must receive advanced notice of ticketing with the opportunity to review, approve, or reject such booking. Electronic tickets are the standard to be used by all Suppliers. Paper tickets are authorized when they are the primary method of delivery available or accepted by the applicable airports.

#### **BACK-TO-BACK TICKETING**

Back-to-Back ticketing is the practice of purchasing two round trip tickets and using only the outbound coupon from one and the return from the other to obtain a cheaper roundtrip ticket. This practice is a serious infraction of airline policy and is not permitted for any MoneyGram-related travel.

#### **CLASS OF SERVICE**

All suppliers are required to travel coach, economy or equivalent class. Upgrades to any premium class of service (i.e. - Business, First) shall be at supplier's sole expense and shall not be reimbursable by MoneyGram.

#### **RELATED AIR TRAVEL FEES**

Baggage charges for luggage related to business travel are reimbursable. MoneyGram will reimburse for Wi-Fi and in-flight phone calls if these fees are incurred for MoneyGram related business reasons only. Employees are reminded to use good judgment in requesting reimbursement for air travel fees.

#### **NON-EMPLOYEE TRAVEL**

The Company will not pay airfare for a spouse, companion or non-employee travel.

#### **LOST BAGGAGE**

The ultimate responsibility for retrieving and compensating lost baggage lies with the airline. Any claims for lost or damaged luggage or items must be made through the airline's claim process.

## **UNUSED OR LOST AIRLINE TICKETS**

The supplier should make every effort to avoid unnecessary expense due to trip cancellation or changes by finalizing meetings and commitments before booking tickets. In the event that a non-refundable airline ticket is not eligible for use for future flights by the same traveler, MoneyGram will reimburse for any cancellation fees incurred, provided the booking was prior approved by MoneyGram and the primary cause of the cancellation is due to a change on MoneyGram's behalf. All cancellation fees submitted for reimbursement must be accompanied by detailed supporting documentation.

## **5. LODGING**

### **HOTEL SELECTION**

MoneyGram has negotiated rates with many preferred hotels in regularly traveled cities. The hotel program is designed to help travelers select safe, quality lodging close to business destinations. MoneyGram is committed to providing its travelers with comfortable and clean accommodations at a fair price. Single hotel rooms at the standard room rate are the standard accommodation. MoneyGram will provide a list of preferred hotel properties and discounted rates, upon request, and/or suggest comparable alternatives where discounted rates are unavailable. It is the supplier's responsibility to call the hotel to cancel a room reservation that will not be used. Cancellation fees resulting from supplier failure to timely cancel a room reservation will not be reimbursed by MoneyGram.

### **BUSINESS CALLS FROM HOTEL ROOMS**

Use of a hotel room phone is permitted, as may be necessary, to meet business needs and where use of a functioning mobile device is not available.

### **ADDITIONAL FEES**

The following is a list of the reimbursement availability for standard additional fees that may be incurred while staying at a hotel. If reimbursable fees are included in the hotel bill/folio, these fees must be itemized separately from the hotel room charge.

- Internet connections are reimbursed, if used for MoneyGram related business purposes.
- Laundry and dry cleaning services are reimbursable for all personnel traveling six or more days.
- No-show or late fees incurred at a hotel will not generally be reimbursed, unless written explanation has been provided to MoneyGram and circumstances determine an approval exception on a case-by-case basis.
- Tipping of hotel employees is authorized where reasonable and customary.
- Premiums over the standard room rates for luxury rooms, including "concierge level," are not reimbursed by MoneyGram.
- In-room movies are not reimbursed.

### **LODGING IN A PRIVATE RESIDENCE**

Written documentation and explanation of expenses related to private lodging must be included with submission of relevant expenses.

## **6. GROUND TRANSPORTATION**

### **SELECTION OF TRANSPORTATION SERVICES**

Suppliers are encouraged to use common sense transportation that is safe, efficient, and convenient. Suppliers should make transportation selections with due consideration to budget and other financial constraints. The MoneyGram Global Office Travel Guides provide practical tips for travel to various MoneyGram locations, and can be provided upon request.

### **CAR SERVICES**

Taxis are the preferred method of transportation; however, car service may be recommended in some locations. Consult the Global Office Travel Guides or request guidance from you MoneyGram contact.

### **RENTAL CARS**

MoneyGram will reimburse car rental costs associated with the supplier's job-related travel and entertainment. Reservations for rental cars should be made in advance where reasonable to do so. MoneyGram can provide information about our preferred car rental providers, and suppliers are requested to utilize preferred providers to

ensure adequate contractual coverage and maximum availability of discounts, where this provides a cost benefit over other alternatives available.

Membership in rental provider loyalty programs often results in free upgrades. Upgrades are not authorized where they will result in additional expense to MoneyGram. It is the supplier's responsibility to comply with the rental agreement and all local laws.

#### **DRIVER LIABILITY**

The supplier is responsible for traffic tickets, parking violations, and any other penalties imposed by local government authorities.

#### **RENTAL CAR INSURANCE AND SAFETY ISSUES**

Adequate insurance should be obtained prior to travel where feasible. When renting a car, suppliers refuse purchase of additional insurance where redundant to existing coverages provided by their organization. It is the supplier's responsibility to ensure adequate insurance coverage. MoneyGram does not reimburse for any cost resulting from damages incurred, where adequate insurance coverage was not put in place.

#### **PERSONAL VEHICLE USAGE**

- Suppliers may use their personal car for business travel and entertainment purposes.

Suppliers will be reimbursed for business usage of personal cars at the published local tax authority rate.

MoneyGram will reimburse for applicable tolls and parking charges incurred while traveling for business or business related entertainment.

To be reimbursed for use of a personal car for business, suppliers should provide adequate documentation and trip information necessary for accounts receivable to assess the amount to be reimbursed, including, but not limited to: receipts, mileage, and a statement regarding the purpose of the trip.

### **7. PERSONAL/VACATION TRAVEL**

#### **COMBINING PERSONAL AND BUSINESS TRAVEL**

With prior MoneyGram approval, personal/vacation travel may be combined with business travel, provided there is no additional expense to MoneyGram.

### **8. PERSONAL EXPENDITURES**

Expenditures which are personal in nature are generally not reimbursable by MoneyGram. Such expenditures include, but are not limited to:

- Annual fees for personal credit cards
- Barbers, hairdressers or other grooming services
- Child care and pet care
- Clothing
- Health club facilities, saunas, massages, and other spa services
- Personal entertainment not associated with a business purpose
- Shoe shines

This list is not exhaustive and suppliers must use their judgment in distinguishing between personal and business expenditures while traveling.

### **9. MEALS AND ENTERTAINMENT**

#### **MEAL EXPENSE**

Suppliers will be reimbursed for actual, reasonable, and documented meal expenses. The appropriate documentation for meals is the itemized receipt that shows the breakdown of purchased food and beverage. MoneyGram does not reimburse on per diem rates, unless required by local government authorities or otherwise agreed in any supplier contract. Suppliers are asked to use their personal discretion when dining on business travel.

Meal Guidelines per Individual: \$40-75 per day USD equivalent

## **ALCOHOLIC BEVERAGES**

MoneyGram reimburses reasonable, non-excessive alcoholic beverages consumed in the course of business meals and functions. While MoneyGram recognizes the use of alcohol as a socially acceptable form of business entertainment in many cultures, excessive consumption of alcohol while acting on behalf of MoneyGram is strictly prohibited.

If planning a meal or activity that may include alcohol, MoneyGram encourages the use of a designated driver, cabs/ride share services or other transportation that would prevent drinking and driving. Suppliers remain responsible for their own behaviors at all times, and suppliers should avoid situations where their judgment could be impaired. MoneyGram reserves all defenses in the event of accident, injury, and incident involving inappropriate, unprofessional or criminal behavior where alcohol is a factor. In certain situations, MoneyGram may deny reimbursement to the supplier of any associated costs for inappropriate behavior where alcohol is a factor. General business standards and rules of behavior must be followed at all times, and the consumption of alcohol does not mitigate the standards or expectations of supplier behavior.

## **TIPPING**

Suppliers will be reimbursed for reasonable and customary tipping for meal service.

## **10. EXPENSE REPORTING**

### **COMPLETION AND SUBMISSION TIMING FOR REIMBURSABLE EXPENSES**

Suppliers must complete and submit requests for expense reimbursement within 90 days of the date such expenses are incurred, accompanied by required supporting documentation. Any credit card or bank fees incurred as a result of late payment on the part of supplier shall not be reimbursed by MoneyGram. Failure to provide proper documentation may result in the expense not being reimbursed by MoneyGram.

### **ITEMIZING OF EXPENSES**

If receipts contain charges related to multiple items, such as hotel bills containing room charges and meals or laundry services, each item should be recorded separately. Personal expenditures and/or non-reimbursable items under this policy that are included in receipts containing reimbursable expenses must be noted.

### **DOCUMENTATION REQUIREMENTS**

Receipts must be scanned and attached to the expense report, and should include the name of the vendor, location, date, and amount of expenditure. Credit card signature slips do not qualify as receipts. Itemized receipts must be submitted.

Employees must attach a scanned or faxed image of the following documentation with their expense report form.

<b>Expense Type</b>	<b>Required Documentation</b>
Air Freight/ Shipping	Full Invoice showing details of shipment
Air/Rail	Itinerary and receipt
Car Rental	Receipts showing final payment
Cash Expenditures	Receipts for each individual expenditure
Meals	Itemized receipt
Hotel	Itemized hotel bill and receipt
Parking/Tolls	Receipts
Personal Mobile Devices	Redacted invoice from provider with business related calls identified
Personal Auto	Mileage log if mileage usage is not clearly detailed in Concur