



# Oracle Global Professional Services Travel and Entertainment Policy Summary



Effective Date: April 12, 2023; Version 1.0

This Global Professional Services Travel and Entertainment Policy Summary applies to expenses related to the consulting services, advanced customer services, and managed services You ordered (“Services”). This policy does not apply to Oracle Cloud Services.

## GENERAL

Oracle will invoice actual expenses that are incurred by its resources while performing the Services, without any mark-up, subject to any applicable terms and conditions in Your Master Agreement or order.

All travel arrangements, including airfare, lodging, and ground transportation, will be booked through Oracle’s travel providers using Oracle’s travel system.

Oracle will retain copies of expense receipts up to the dollar amount set by the local tax requirements.

## REIMBURSABLE EXPENSES

Reimbursable expenses include:

- Airfare.  
Airfare will be limited to coach/economy accommodations, unless an upgrade is provided at no additional cost or is for employees who meet internal Oracle eligibility requirements (e.g., those with certain health-related requirements and frequent international travelers). Higher-priced, fully refundable tickets are not allowed.

Expenses may be incurred for seat, baggage, and WiFi fees when charged by an airline for a coach/economy ticket.

- Lodging.  
Lodging will be limited to standard/corporate hotel rooms, unless an upgrade is provided at no additional cost or is for senior executives who meet internal Oracle eligibility requirements. Hotel alternatives (e.g., Airbnb) are not allowed.

Expenses may be incurred for:

1. An extra night or late check-out to accommodate travel or business schedules.
  2. Early departure fees.
  3. Hotel gym access and WiFi when not included in the standard/corporate room rate.
  4. Laundry services for stays of at least 3 nights.
- Ground transportation.  
Rental cars shall be limited to the most economical car size to safely accommodate the

number of passengers. No luxury or sports cars are allowed unless an upgrade is provided at no additional cost, and rental cars are to be refueled before returning the vehicle to the extent practical.

Expenses may be incurred for:

1. Tolls, fuel, and parking while traveling on business.
  2. Mileage reimbursement when using a personal automobile for business travel (if fuel is not claimed).
  3. Rideshares and taxis (instead of a rental car).
  4. Trains (instead of airfare).
- Meals.  
Meals will be limited to a daily allowance of up to \$125 per person. This allowance may include snacks, minibar items, alcohol, gratuities (up to 20% of a meal bill), and a single-entry expense to access an airport lounge for a meal.

## **NON-REIMBURSABLE EXPENSES**

Non-reimbursable expenses include:

- Personal expenses (e.g., toiletries, clothing, luggage, books, newspapers, magazines, or cell phone equipment).
- Loss or theft of personal property.
- Expenses for spouses, significant others, children, or other relatives or friends.
- Expenses incurred at home as a result of business travel (e.g., house sitting or child or pet care).
- Credit or debit card annual fees, late fees, or interest.
- Travel, baggage, accident, or supplemental insurance.
- Airline, hotel, or rental car membership dues.
- Airfare, hotel, or rental car upgrades (except as permitted above).
- Use of personal airline miles.
- Luggage wrapping or repairs.
- In-flight movies or entertainment.

- Health or fitness clubs separate from a hotel.
- Mileage reimbursement when using a rental car.
- Fines for traffic or parking violations.
- Gratuity when already included in the total bill.