

Academy Sports + Outdoors (Academy) strives to create a balance between traveler comfort and cost effectiveness.

This policy provides guidelines for reporting and reimbursement of necessary Academy-related business travel expenses incurred by Academy vendors/contractors in situations where Academy has agreed in writing to reimburse such expenses. Nothing in this policy should be construed to grant a vendor/contractor the right to reimbursement of travel expenses if the vendor/contractor does not have a written agreement with Academy that provides for such reimbursement. Vendors/contractors are expected to exercise prudent business judgment in relation to all travel expenses. Items not mentioned in this policy are not reimbursable.

A. Air Travel:

- 1) Vendors/contractors must book the lowest fares possible for domestic travel (coach/supersaver fares).
- 2) Vendors/contractors must book airfare reservations at least 14 days in advance, if possible, to receive the most economical fares.
- 3) Vendors/contractors may not charge airfare class upgrades or seating upgrades to Academy unless the upgrade does not exceed the lowest economical fare. Vendors/contractors will be reimbursed airline baggage fees for the first bag for trips of one (1) to five (5) days in duration. Academy will reimburse fees associated with a second checked bag for trips of six (6) days or more in duration.
- 4) Academy will reimburse the vendor/contractor for hotel and incidental expenses incurred for unplanned overnight stays due to flight delays or inclement weather when the airline does not provide accommodations.
- 5) Vendors/contractors are responsible for any incidental fees incurred in flight for domestic travel including, but not limited to, alcohol, movies, Internet service and blankets.
- 6) If Academy pays or reimburses a vendor/contractor for travel tickets that are not used, the vendor/contractor must use the credit for the unused tickets for its next Academy business trip. The vendor/contractor must notify the Travel Department of the travel credit at the time the subsequent Academy business trip is booked.

D. Hotel Bookings:

- 1) Academy requests that vendors/contractors book hotel arrangements utilizing Academy's current negotiated rates within Academy's hotel program, and preferably through the Academy Corporate Travel Department. Hotels booked outside of the Academy hotel program must be booked at a standard rate for the area, and upgrades must be approved by the associated Academy Department Head.
- 2) Vendors/contractors must obtain a standard double occupancy room rate. King rooms must be approved in advance by the associated Academy Department Head, unless there is no rate difference at the time of booking.
- 3) For stays of at least five (5) consecutive nights, Academy will reimburse laundry and/or dry cleaning costs.
- 4) Academy will not reimburse vendors/contractors for phone calls charged to the hotel room. Academy will reimburse Internet charges.
- 5) Room service is acceptable within Academy meal allowance guidelines. Vendors/contractors must settle room service charges with the hotel.
- 6) Academy does not reimburse vendors/contractors for incidental purchases, such as movies, video games or hotel gyms. These expenses should not be billed to the room.
- 7) Vendors/contractors are responsible for any damages incurred at a hotel due to their own negligence or improper behavior.

E. International Travel:

- 1) Prior to requesting international travel reservations, vendors/contractors must verify that they have a valid passport and have received all vaccinations required for travel to the destination country from Passport Health.
- 2) Academy will reimburse vendors/contractors for air Internet, airline meals and additional checked baggage for international flights with the approval of the associated Academy Department Head.
- 3) Vendors/contractors traveling internationally are required to adhere to State Department travel advisories and must register online with the U.S. Embassy in the appropriate destination country.
- 4) Academy will reimburse expenses incurred for transportation, safe escort and translation services obtained from Academy-approved freight forwarding services.
- 5) Academy will reimburse vendors/contractors for fees related to foreign currency conversion. Vendors/contractors must submit currency rates and fees with a copy of the credit card bill.
- 6) Vendors/contractors are expected to comply with all laws of the destination country while traveling on Academy business.

F. Car Rentals:

- 1) Rental car guidelines for trip duration of 1 to 2 days:
 - a. 1 to 2 travelers – Midsize Car
 - b. 3 travelers – Standard Car
 - c. 4 travelers – Full Size Car
 - d. 5 travelers or more – SUV or Minivan
- 2) Rental car guidelines for trip duration of 3 days or more:
 - a. 1 to 2 travelers – Standard Car
 - b. 3 travelers – Full Size Car
 - c. 4 travelers or more – SUV or Minivan
- 3) At the time of the rental, vendors/contractors must inspect the car and note any damage found before the vehicle is accepted. Vendors/contractors may be responsible for any undocumented damage.
- 4) Academy will not reimburse vendors/contractors for the purchase of additional insurance when renting a vehicle for Company business. Any vendor/contractor is expected to maintain adequate insurance for the protection of the vendor/contractor, its employees and passengers.
- 5) Academy will reimburse vendors/contractors for GPS services while traveling on Academy business. Academy will not reimburse vendors/contractors for other add-on items, such as satellite radio.
- 6) Vendors/contractors must decline fuel option plans and return rental cars with a full tank. Academy will reimburse vendors/contractors only for the cost of fuel used.

H. Accidents: Vendors/contractors who are involved in an accident while traveling on Academy business must immediately report the incident to the associated Academy Department Head. If the rental car was booked through the Academy rental agreement, vendors/contractors must also notify the Corporate Travel Department, 24 hours a day, seven (7) days a week, at 281-253-1703. Vendors/contractors are expected to refrain from consuming alcohol, or using cell phones or other personal electronic devices when driving any vehicle on Academy business. If an accident occurs, vendors/contractors must take a drug and alcohol test immediately following the accident.

I. Meals and Entertainment: Academy will reimburse vendors/contractors for the actual cost

- of meals, including tips, incurred on Academy business when required to stay overnight due to business need, travel options, or distance.
- 1) Meal Allowances:
 - a. The daily meal allowance for travel in North America is \$30.00 per day, except in high cost cities (as determined by the Academy Travel Department), where the meal allowance will be \$50.00 per day. The daily meal allowance for international travel is \$75.00 per day.
 - b. Academy does not provide reimbursements for complimentary meals provided by vendors, meetings or events.
 - c. Academy will reimburse tips as long as the tip amount is reasonable and customary.
 - 2) Entertainment:
 - a. Meals with business guests should be at a moderately priced restaurant that is appropriate for conducting Academy business in accordance with the provisions of the applicable vendor contract. Vendors/contractors must properly document meals with the date, name(s) and affiliation of guest(s), specific nature of business discussed and/or purpose of expense, and proper receipts.
 - b. Academy will not reimburse vendors/contractors for personal alcohol expenses.
- J. Expense Payment:** Academy will reimburse vendors/contractors for necessary and actual expenses that comply with this policy and are incurred while performing Academy business if the vendor/contractor and Academy have an agreement that requires such reimbursement. Vendors/contractors must submit itemized receipts for reimbursement.
- 1) Tolls, parking and taxi fares are reimbursable when traveling. Vendors/contractors must make every reasonable effort to get a receipt.
 - 2) Long distance phone calls and Internet access charges at airports will be reimbursed, if needed, but the vendor/contractor must make every reasonable effort to get a receipt.
 - 3) Academy will reimburse tips for bellmen and luggage handlers at the rate of \$1.00 per bag.
 - 4) Failure to supply receipts, expense documentation, and/or mileage reports within thirty (30) days of incurring the expense may result in the vendor/contractor not being reimbursed.
- K. Loyalty Programs:** Vendors/contractors that travel for Academy business may retain loyalty program benefits accumulated with airlines, hotels and rental car companies for personal or other use. Participation in these programs, however, may not influence booking selection if it results in a higher priced fare.
- L. Cancellations:** Vendors/contractors are responsible for the timely cancellation of air, hotel and rental car bookings with the service provider directly. Vendors/contractors must note the cancellation confirmation number for recordkeeping purposes. Academy will not be responsible for any fees associated with the failure to cancel travel reservations in a timely manner.