



SUPPLIER TRAVEL GUIDANCE

Tyson Foods, Inc. (“Tyson”) has implemented guidance to manage suppliers, vendors, contractors or similar parties (“External Organizations”) working on behalf of Tyson and with a legal obligation to manage travel and expenses that align with Tyson policies.

The guidance herein is applicable to all persons who may be required to travel and/or submit for reimbursement expenses incurred on behalf of Tyson. **Vendor travel and expenses submitted for reimbursement are to be preapproved in writing by Tyson vendor managers.** It is the responsibility of the External Organization to ensure understanding and to oversee compliance with these guidelines. Failure to comply with these guidelines may result in Tyson declining future business opportunities or ending existing business relationships.

Air reservations are only to be ticketed once business needs and plans are firm and not likely to change. Coach fares and the lowest logical fares, including nonrefundable and connecting flights, are to be selected.

Lodging reservations are to be made at hotels appropriate for business travel including limited service and competitively priced properties and without bias for personal gain. Standard room types are to be selected as well as hotels considered to be within the closest proximity to the Tyson office or work location.

Ground transportation options include rental vehicles (no larger than a full-size car), public transportation, taxis, ride sharing services (excluding upgraded rental vehicle types) and courtesy hotel or airport shuttles. Optional services, such as fuel packages, GPS, and insurance coverages, are discouraged. Reimbursement of such optional services are subject to Tyson approval. Use of limo or black car service is not permitted.

External Organization’s travelers’ use of any discount codes or rates exclusively available to Tyson from airlines, rental car providers and/or hotels is strictly prohibited and will be considered a serious violation.

Expenses incurred on behalf of Tyson by the External Organization’s employees are to be reviewed and approved by the External Organization’s management and must include supporting documentation including itemized receipts for expenses over \$25.00.

Meal costs are to be reasonable and not exceed \$80.00 per day (inclusive of drinks, snacks and gratuity), and prorated accordingly for partial day travel. Meal costs are reimbursed only when the External Organization’s employees are traveling overnight, and not reimbursed for those employees working locally.

Reimbursement for phone calls or internet connectivity is limited to travel outside of the United States on behalf of Tyson. Reimbursement will only be for the reasonable costs of such services with documentation to support the incremental cost incurred beyond the traveler’s or External Organization’s normal cell or satellite phone charges.

Expenses deemed excessive, including but not limited to airline club fees, airline upgrade and change fees, upgraded hotel room types, concierge services, hotel no show fees, personal entertainment, and similar services, will not be reimbursed by Tyson.