



GME Travel & Expense Policy

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I. Travel Philosophy, Responsibilities and Control

TRAVEL PHILOSOPHY

The philosophy underlying GME's travel policy is that we should use prudent judgment when incurring business travel costs and not spend the company dollars more freely than we would our own.

While this policy is intended to be comprehensive, it is impossible to anticipate every situation encountered. GME associates are expected to apply this policy on a conservative basis that is consistent with normal living standards and, when the policy may not be explicit, to exercise good judgment.

RESPONSIBILITIES AND CONTROL

It is essential that consistent control be exercised over travel expenses. They are a major cost to the company and we must comply with IRS regulations. Control of the travel expenses is the responsibility of each associate incurring the expense AND each supervisor who authorizes and approves expenditures.

Approval of expense reports is more than a formality. Supervisors MUST ensure all policies and procedures are adhered to and are expected to verify the following:

- The purchase is appropriate, business related and the cost is reasonable
- The business purpose is clearly explained
- All meal attendees are listed
- Hotel and meal expenses are within the amount allowed by GME
- Coding is correct
- Receipts match the amount(s) submitted for reimbursement. Receipts are required for all expenditures over \$25.

Associates may not approve an expense report that includes activities in which he or she participated. If this situation arises, the expense report must be routed to the next higher level of management for review and approval.

Associates submitting expenses that are not in compliance with this policy will not be reimbursed unless they have advance written approval by a c-level executive. Purposeful and willful violations to this policy, misappropriation of funds, or altering or providing false receipts will result in disciplinary action up to and including termination of employment.

The expense payable department is responsible for performing a final audit of submitted expenses to ensure expenses paid by the Company are in compliance with this policy and will reject any expense report that:

- Is incomplete
- Does not have all required documentation
- Is not properly approved by the supervisor or an assigned delegate
- Has any expenses outside of policy that are not explained and approved

NEW ASSOCIATES

Supervisors are responsible for informing new associates of all business expense reimbursement policies and providing all associates under their supervision with a copy of this policy (on GSO or www.meeting.gamestop.com).

PREFERRED TRAVEL VENDORS

GME maintains agreements with certain vendors that result in substantial savings to the Company. When a vendor has been specifically prescribed in this policy, the Company has the right to refuse reimbursement for expenses from other vendors. See Appendix A for a full list of preferred vendors.

II. Air Travel

JUSTIFICATION & CLASS OF SERVICE

When an associate, in carrying out their assigned duties, must travel more than a 3-hour drive away from their primary office for business purposes, the company will reimburse airfare expense within the below guidelines.

All Associates are expected to adhere to the following class of service:

- **Domestic travel:** Associates must purchase tickets for travel in coach class.
- **International travel – 21 days in advance:** If flight time of five hours or greater is purchased 21 days or more in advance, associates may purchase tickets in business class with field VP/department head approval.
- **International Fare Savings Bonus:** If an associate books 21 days in advance and elects to travel coach class resulting in a company savings of \$2500 or more, GME will issue a compensation of \$500 to the associate. (Associate must submit flight itinerary and an itinerary of same flight as business class showing cost savings. These should be submitted to Expense Reporting and will be paid after travel occurs)
- **International travel - less than 21 days in advance:** Tickets purchased less than 21 days out must be coach class.

APPROVED TRAVEL AGENCY

Our travel agency has been retained to secure the best possible rates for GME and provide us with management reports that support the negotiation of vendor discounts. Refer to Appendix A for GME's preferred travel agency.

All airline reservations, including en route changes, must be booked through GME's selected travel agency. Associates should use their booking tool which is available on GSO or www.meeting.gamestop.com. Use of this tool provides a significant discount of agency fees as compared to booking through the travel agency via phone or email.

LOWEST AVAILABLE COST

All airline tickets must be booked at the lowest available cost for the allowed class. Refer to Appendix A for details. The following steps should be used to secure lowest available airfare:

- Plan trips in advance to obtain lowest airfares -- discounts are substantial if travel is booked 7-14 days in advance of a flight date, and even greater if booked with more than 21 days' notice
- Minimize last minute changes to avoid additional fees
- Search flights using a window of 3+ hours of flight times rather than specific flight time
- Secure one-stop or connecting flights in lieu of non-stop flights when the connecting layover does not exceed more than 90 minutes and the savings is at least \$250

Associates may not make their selection based on their preferred carrier unless the preferred carrier has comparable pricing to the airline with the lowest cost.

BAGGAGE FEES

GME travelers are encouraged to carry on their bags whenever possible. However, checked baggage fees must meet the following criteria to be considered a reimbursable expense:

- 1 -3 travel days: 1 bag
- 4 or more travel days: 2 bags

Overweight and oversized baggage fees are not reimbursable, as these fees are excessive compared to standard baggage fees. Travelers are expected to plan properly for the correct number of bags needed without incurring overweight/oversized fees.

For a full list of airline fees, you can visit GSO or www.meeting.gamestop.com.

Wi-Fi

Wi-Fi charges for in flight or in airport internet access is not reimbursable for domestic flights less than 2 hours in duration. Travelers must submit the airline ticket to validate flight times in order to be reimbursed.

TSA Pre✓®

TSA Pre✓® is an intelligence-driven, risk-based initiative that allows TSA to maintain high security standards while expediting screening through the TSA Pre✓® lanes.

GME travelers that will travel 4 or more times per year and who have [TSA Pre✓® at their primary airport](#), may enroll in TSA Pre✓®. To be reimbursed for these charges, the traveler must submit approval from his/her supervisor with the TSA Pre✓® receipt. For more information on TSA Pre✓® please visit www.tsa.gov/tsa-precheck.

GLOBAL ENTRY

Global Entry is a U.S. Customs and Border Protection (CBP) program that allows expedited clearance for pre-approved, low-risk travelers upon arrival in the United States.

GME travelers that will travel internationally 4 or more times per year, and who have [Global Entry kiosks at their primary airport](#), are eligible to enroll. To be reimbursed for these charges, the traveler must submit approval from his/her supervisor with the Global Entry receipt. For more information on Global Entry please visit <http://www.cbp.gov/global-entry/about>

UNUSED TICKETS

Any unused electronic tickets will be stored in your travel profile and will automatically be applied to your next flight on the same carrier. Please be aware that a \$150-\$200 rebooking fee from the travel carrier will be deducted from the amount of the original ticket when used.

FREQUENT FLYER PROGRAM

GME associates are permitted to retain frequent flyer miles for their personal use. However, participation in these programs must not influence flight selection that would result in an incremental cost to the Company beyond the lowest available fare (as defined in this policy).

OVERNIGHT DELAYS

Should an airline delay require an overnight stay, the traveler should first attempt to secure complimentary lodging from the airline before incurring an additional cost to the Company.

WEEKEND TRAVEL

A traveler may elect to achieve a lower overall trip cost through the use of restricted discounted air fares by extending the trip for a certain duration (e.g., a weekend), at the beginning or end of a trip. GME will reimburse hotel and reasonable meal expenses incurred for this extension; however, such "extra" expenses are not to exceed the amount of savings realized from the discounted airfare. Only expenses actually incurred will be reimbursed.

Travelers using this option will be required to provide a written analysis of the airfare savings. Documentation of the amount of savings must be obtained from the travel agency and attached to the expense report.

RISK MANAGEMENT

No more than 10 company associates and not more than 50% of the key personnel from any one department may travel on the same aircraft without the prior approval of senior management. Exceptions may be made for large meetings.

INSURANCE

After 90 days of employment, GME associates are automatically covered by Company-paid Accidental Death and Dismemberment insurance. For more information on company insurance plans, please refer to the appropriate GME Associate Handbook. In addition to this coverage, American Express provides 24-hour Business Travel Accident Insurance and baggage insurance at no cost when a ticket is purchased with an American Express corporate card. Any purchase of additional flight or luggage insurance is a personal expense to the traveler and is not reimbursable.

III. Lodging

JUSTIFICATION

The Company authorizes a hotel stay when an associate, in carrying out their assigned duties, travels away from their primary office and cannot arrange to return home that day. Unless an extraordinary circumstance exists, no hotel stay should be within 100 miles of the employee's primary office.

HOTEL SELECTION

All travelers should stay at mid-service hotels (e.g. Hyatt Place, Hilton Garden Inn, Marriott Courtyard & Aloft by Sheraton). These hotels are typically less expensive and often offer complimentary Wi-Fi, breakfast and transportation to/from the airport. The Company and its travel agency negotiate discounted rates which are listed in Appendix A and available at GSO or www.meeting.gamestop.com.

Associates are to use these hotels whenever feasible. When the most cost effective hotel is not a preferred provider, the associate will not be considered out of compliance for choosing the low-cost hotel.

ROOM TYPE

A single room with a private bath is the company standard.

ROOMMATING

Following our standard Conference policy, all travelers are required to share a room when traveling with other associates of the same gender. However, director level associates and above are not required to share rooms. Extended stay travelers (staying 7 or more consecutive nights at a hotel) are not required to roommate.

BOOKING A RESERVATION

Lodging may be booked through the Company-approved on-line booking system or booked directly with the selected hotel. When booking within the on-line booking system, please note that the reservation will be held with the company card; however, you must use your individual corporate card to pay when you arrive. For questions or concerns contact gsconference@gamestop.com.

HOTEL REWARD PROGRAMS

GME associates are permitted to retain hotel rewards received through regular hotel stays for their personal use. Participation in reward programs must not influence hotel selection resulting in an incremental cost to the company.

CANCELING A RESERVATION

Should a reservation need to be canceled, the associate must contact the hotel by their specified time so a no-show charge is not applied. **If the associate does not make the cancellation in time, the no-show charge will not be reimbursed.** When canceling a reservation, always get a cancellation number should you need to dispute a charge after cancellation.

IV. Car Rentals

JUSTIFICATION

While carrying out their assigned duties, an associate may travel by air to another city where ground transportation will be required. The use of a rental car must be justified as a business need and not as a matter of personal convenience. The use of a rental car by an associate receiving a monthly auto reimbursement will not be reimbursed when the car is rented to conduct local business (see additional information in the Auto Reimbursement Policy).

Less than 50 miles: Associates traveling less than 50 miles are expected to use other means of transportation including cabs, shuttles, or if you are visiting stores, have the DL/RL pick you up.

CAR TYPE

All rentals should be for compact or intermediate size cars for two (2) or fewer associates and full size cars for three (3) or more associates traveling together.

BOOKING A RESERVATION

Rental car reservations may be booked through the company-approved on line booking system or booked directly with our preferred rental car agencies (see Appendix A).

ASSOCIATE CAR RENTAL INSURANCE

When renting automobiles from the preferred rental car agencies within the 48 contiguous United States, associates should decline all 'Liability Insurance' coverage and 'Damage Waivers' offered by the rental agency. An exception to this would be in Alaska, Hawaii and Puerto Rico. The purchase of 'Damage Waivers' are only recommended for these jurisdictions. Each associate is covered with extended insurance as negotiated in the current GME corporate car rental contract. If a rental from the preferred rental car agencies is not available, damage waivers should be secured by the traveler.

ASSOCIATES' RESPONSIBILITY FOR LOSS OR DAMAGE

Associates are expected to take necessary precautions to ensure the safety of the rented vehicle, pedestrians, other motorists and themselves while in possession of the rented vehicle. In the event of a violation of the rental car company contract/agreement, the associate will be solely responsible for loss and/or damage to the rented vehicle. Damage from intentional or reckless acts -- driver being under the influence of alcohol, intoxicants, or drugs; driver committing illegal activities; or damage due to off-road operations of the rental vehicle -- will be the responsibility of the associate. It is recommended that the associate check with their personal insurance provider to determine what coverage (if any) is provided for these circumstances through their personal insurance policy. The associate is personally responsible for payment of all fines, traffic tickets, court costs, etc. incurred during use of the rental car.

ACCIDENTS

Associates must report any accident or damage to the rental car immediately to his/her immediate supervisor and to the corporate risk management department. Risk management can be reached at 817-424-2072.

REFUELING

Associates are not to accept the Fuel Purchase Option (FPO) offered by a rental agency, but should always refill the gas tank prior to returning the vehicle to the rental agency. The cost of the fuel for the rental car is a reimbursable expense.

GPS RENTAL

GPS rentals are not reimbursable for travel in the domestic United States. Rentals of GPS units are only reimbursable for real estate or market survey trips given the expectation that a significant amount of exploratory driving will take place.

V. Mileage and Other Transportation**JUSTIFICATION**

Associates who have been approved to participate in the auto reimbursement policy or have been provided a company leased vehicle will follow the guidelines of that policy (on GSO or www.meeting.gamestop.com) when operating a vehicle for company business.

Associates not participating in the auto lease or reimbursement programs above may use personal cars for business travel when other transportation is unavailable or uneconomical.

PERSONAL CARS

Associates using their personal car for business must carry at least the minimum mandated state automobile insurance coverage. Contact your insurance agent if you are unsure of the minimums required by your state. The use of personal cars for business by associates will be reimbursed at the current mileage allowance in accordance with GME policy. **Mileage reimbursements will not exceed the average cost of an airline ticket for the trip destination.** This mileage allowance covers all auto ownership and operation costs (including fuel, repairs, tire wear, licensing, taxes and insurance). Determination of mileage for reimbursement is based on actual miles traveled less normal commuting mileage to work each day. GME reimburses according to the current IRS suggested rate (listed in Appendix A).

Mileage calculation example:

You normally commute 50 miles round trip to your primary office. You attend an all-day training seminar that was 75 miles round trip from your home. Your reimbursement request should only be for the 25 additional miles over your normal commute. This calculation methodology applies to everyone driving on company business in a personal car.

The Associate is personally responsible for payment of all fines, traffic tickets, court costs, etc. arising during use of their personal car while on company business. Parking and toll expenses will be reimbursed in addition to any mileage.

If an accident occurs while using a personal vehicle for company business, obtain a police report (if applicable) and notify your personal auto insurance carrier (as it is the primary insurer). Notify your supervisor of the accident as soon as possible. If there are injuries, notify HR Solution Center at 866-637-4387.

TAXIS AND OTHER TRANSPORTATION

Taxi fares to and from places of business (other than your normal commute), hotels, airports or railroad stations in connection with business activities are reimbursable. Use of a taxi is authorized only when more economical services (e.g. hotel vans, shuttles) are not available. Limousine service is not reimbursable.

AIRPORT PARKING

Short-term parking (at the gate) may be used for same-day travel or if two or more associates car pool to the airport. More economical long-term parking must be used at all other times.

VI. Meals and Entertainment

JUSTIFICATION

Meal expenses incurred by associates will be reimbursed in the following circumstances:

- **Out of Town Meals:** Meals incurred by associates when dining on an overnight business trip that is not part of a meeting where meals are provided.
- **Day Trips:** Day trips are defined as an associate who travels outside of their regular territory for business and returning home the same day. Breakfast and lunch on day trips are not reimbursable. If the day trip extends beyond 8:00 p.m., dinner will be reimbursable. **The “notes” field on the expense report must specify the reason for the business travel and that travel extended past 8:00 p.m. Failure to include this required information may cause the expense to be delayed or declined.**
- **Working Meals:** Meals during store relay, district meeting, new store opening and emergency store recovery activities are classified as working meals. Working meal expenses are reimbursable when pre-approved by your supervisor.
- **Meeting Meals:** Meeting meals are defined as meals associated with a meeting lasting 2 ½ or more hours with 4 or more attendees. Meetings less than 2 hours can be scheduled outside of meal times and do not fit the criteria to be catered and are not eligible for reimbursement.
- **Business Meals:** Business meals are defined as an associate hosting a meal for out of town associates, vendors or special guests in which business is discussed; or a traveling supervisor hosting his/her staff for a business reasons. Business meals are acceptable when pre-approved by your supervisor but are not to be confused with daily meals.
- **Daily Meals:** **Daily meals are not eligible for reimbursement.** Daily meals are defined as 2 or more associates who

have a meal in the vicinity of their primary office location. It is expected that the associate would have this meal as a normal part of their day and even if business is discussed, it is not a reimbursable expense. Examples of daily meal situations include department/project discussions, performance appraisals, and employee recognition.

MEAL EXPENSE REIMBURSEMENT

Qualifying meals will be reimbursed according to the per diem guidelines reflected in Appendix A.

Excess spending by an individual over a period of time may result in a forfeiture of eligibility to receive reimbursement for meal expenses. If forfeiture becomes necessary, the affected associate will be notified.

SMALL MEETINGS PROGRAM

The meetings & travel team (M&T) is a resource for all GME employees. They arrange all GME meetings to provide consistency in planning, while saving significant dollars by leveraging spend and negotiating on your behalf.

All business meetings fitting the below criteria must be arranged through the M&T department. For the purposes of this program, a small meeting is defined as:

- Ten (10) or more individuals traveling to a single location with a minimum of one (1) night's lodging.
- Ten (10) or more individuals gathering for a meeting or event that includes total contractual obligations over \$2,000. These contractual obligations may include, but are not limited to air, hotel, car rental/transfers, mileage, food & beverage, entertainment and audio/visual services.

Note: If you plan to hold a meeting that does not fall under the above parameters, you may plan the meeting yourself; however a **request must still be submitted to the M&T department prior to planning for approval.**

VII. Other Expenses

RELOCATION

When booking relocation travel, as directed by your relocation coordinator, change your purpose in the on line travel booking tool to "Relo" to direct the expenses to the appropriate expense account. **All relocation expenses should be submitted with required receipts for payment through Conduent.** Contact your HR representative for further information on GME's relocation policy and expense reimbursements.

TRAINING AND PROFESSIONAL FEES

Applications for training and professional association fees and related travel expenses must be submitted to the associate's VP for approval prior to any financial commitments being made. The approved application must accompany the expense report when submitted and must provide a description of the expense and its benefit to the associate and the Company. Related associate travel expenses incurred must also be submitted on an expense report approved by the supervisor.

CHARITABLE CONTRIBUTIONS

GME recognizes that being a good corporate citizen means supporting philanthropic efforts in the communities where we operate stores. Our national partnerships and any local donations must be approved in advance by the public relations team (See Appendix A). **Any donations or contributions that are made without prior approval become the personal responsibility of the associate.**

REIMBURSABLE

The following incidental expenses, when directly related to business travel, are reimbursable:

- Tips - 15-20% at restaurants; \$1 per bag airport/hotel
- Parking and tolls (receipts not required for expenses less than \$25)
- Currency conversion fees for international travel
- Cost of required visas, passports and vaccination shots for international business travel
- Business calls or limited personal calls from hotels are reimbursable
- Hotel Internet
- Emergency purchases of store supplies, services, licenses or fees (include store number or expenses will be charged to your region's budget)

Prior approval from the associate's supervisor must be granted before the expense for items not listed above are incurred.

NON-REIMBURSABLE EXPENSES

GME will not reimburse the following expenses:

- Travel expenses for a spouse or other family members are not reimbursable as a business expense unless the expenses are a part of approved relocation expenses
- Non-business meals/entertainment (e.g. meals commemorating new hire's first day or associate's last day, holiday and birthday lunches/dinners/parties, vendor/consultant meals or other recognition events)
- Transportation costs including rail/subway, taxi and toll expenses incurred during regular commute to work
- Laundry or valet services (unless travel time exceeds five days)
- Hotel in-room movies or other entertainment
- Toiletries or clothing during overnight stays (even when the overnight stay is unexpected)
- Loss of luggage, briefcases, other personal belongings and/or money while traveling on Company business (this should be covered by the associate's personal insurance, airline insurance and/or travel agency)
- Personal travel, auto and accident insurance premiums
- Airline, registered traveler or membership reward club fees
- Baby-sitting expenses in-home or boarding of pets while traveling
- Barber/hairstylist or other personal care expenses
- Alcohol or tobacco products
- Books or magazines
- ATM fees
- Meal expense during a meeting/conference where a company/vendor sponsored meal was provided
- Gifts or awards for employees, vendors or contractors, including poker chips or other cash prizes
- Traffic fines/court fees
- Club store membership fees (e.g. Sam's Club, Costco)

VIII. Expense Reimbursement

Refer to Appendix B for reimbursement process information.

PAYMENT TYPES

All travel and other company expenses are to be charged to the associate's GME issued Corporate American Express Card when possible or otherwise paid via the associate's own method of payment (cash, check or personal credit card).

Corporate American Express Cards: GME has elected to utilize the American Express Corporate Card and an expense reporting system through Apptricity to provide frequent travelers with a convenient and consistent method of making and reporting business related expenditures. Eligible associates may request an American Express card by completing the form available on GSO or www.meeting.gamestop.com as well as the form in Appendix D of this document. The CFO/CAO will make the final approval for all American Express Corporate Cards to be issued. The American Express Corporate Card is restricted to business use only.

Other Expense Payment Methods: Expenses incurred by associates who have not been issued a corporate card are expected to use their own method of payment (cash, check or personal credit card) and submit the expenses for reimbursement. Frequent travelers not participating in the corporate card program will still participate in the on line expense reporting program to submit all expenses for reimbursement. Non-frequent travelers will use the paper/spreadsheet-based system (on GSO or www.meeting.gamestop.com) to submit any expenses for reimbursement.

SUBMITTING CORPORATE CARD EXPENSES

Associates are responsible for submitting all expenses within 45 days through either the on line system (for frequent travelers) or via the existing spreadsheet-based system as designated.

GME encourages corporate American Express cardholders to submit card charges each week. **It is the cardholder's responsibility to submit expenses in a timely manner so payment of their charges is not delinquent and that the account is held in good standing with American Express.** Cardholders should sign up to receive on-line statements, cardholders will only receive a monthly statement of their account balance via postal service mail to their home if the account is past due. **Cardholders should not submit payment for their qualifying business expenses to American Express.**

SUBMITTING OUT-OF-POCKET EXPENSES

Reimbursements for out-of-pocket expenses will be processed for payment within two (2) weeks of receipt of a properly submitted and approved report. For infrequent travelers, expense reimbursement will be paid on an expense check or via direct deposit as established by the associate.

BUSINESS PURPOSE

Per IRS guidelines, a documented business purpose is required for each business trip. Explanation of your business purpose explains the "who, what, when, where and why" (the 5-Ws) in enough detail that a third party would understand the purpose of the business expense.

DOCUMENTATION

Each traveler is responsible for completing their expense report in its entirety. Any expense over \$25 must have an itemized receipt.

Airfare: Associates do not have to wait until a trip has been completed to submit an airline expense. When completing the expense report, you should confirm the airline ticket number and segment information has successfully loaded into the expense reporting tool when completing your expense report. If all information is loaded to the expense report, you will not be required to submit a receipt.

Hotel and Rental Car: Original, itemized bills and payment receipts must be submitted with the expense report.

Meals: To ensure compliance with IRS regulations for deductible business expenses, the following information must be included on expense reports as support for all business meal and entertainment expenses:

- Name, title and company of all attendees
- Name and location of the establishment where expense was incurred
- Amount and date of expense
- Specific business topic discussed
- In the case of entertainment expenses, the specific time the business discussion took place (i.e. before, during, or after an event)
- Itemized receipt for any meal over \$25 (defined as a receipt that includes a list of the items purchased – a credit card payment receipt does not qualify as an itemized receipt)

If required receipts are not received, the expense report will be returned and will need to be amended and resubmitted. Failure to comply with IRS reporting requirements will result in a loss of expense reimbursement to the associate.

INFREQUENT TRAVELERS

Infrequent travelers will continue to submit expenses on the existing expense reporting form (available on GSO.) The expense report spreadsheet should be routed via email to the associate's supervisor then to accounts payable for review and payment.

A hard-copy of the expense report with all original, itemized receipts should be mailed to GME Expense Reporting, 625 Westport Parkway, Grapevine, TX 76051. **The expense reimbursement will not be made until the expense report and original, itemized receipts are received.** When mailing in your expense report it is always a good idea to keep a copy.

AUTHORIZATION

A supervisor with approval authority must email approval to accounts payable for all paper expense report submissions (expensereporting@gamestop.com). For online submissions, supervisors will submit approval electronically in the online expense reporting system.

- Store Management Expenses – District Leader approval is required
- District Expenses – Regional director/VP approval is required
- Regional Expenses – Vice president of stores approval is required
- Vice President of Stores Expenses – Senior vice president of stores approval is required
- Corporate Office Expenses – Immediate supervisor's approval is required

Associates may not approve an expense report that includes activities in which he or she participated. If this situation arises, the expense report must be routed to the next higher level of management for review and approval.

RELOCATION

Relocation related expenses must be approved in advance and will be coordinated by our preferred relocation vendor (see Appendix A) in accordance with the GME relocation policy. Do not include relocation expenses with travel and entertainment expense report submittals. They must be submitted directly to the relocation vendor. Relocation expenses that are outside of the relocation policy will not be reimbursed by the company and should not be submitted on an expense report. Contact your HR representative for information on relocation expenses.

TRAVEL ADVANCES

Travel advances are not a part of the normal GME expense process, but may be necessary in extreme cases. The request for a travel advance must be made by the group vice president to the chief accounting officer. Any cash advanced to an employee must be paid back as soon as the advance event has been completed. The advanced amount should be listed as a deduction on the employee's next expense report. GME reserves the right to withhold all future payments to the employee until the advance has been fully repaid.

IX. Appendix A: Contacts, Acceptable Rates and Per Diems

Below is a list of contacts and acceptable rates/ per diems for our current travel policy.

PREFERRED TRAVEL PARTNER

Egencia

On-line booking: Egencia

Agent assist: gamestoptravel@customercare.egencia.com

Note: Online booking fees are dramatically less expensive than securing travel through an agent. To reduce booking fees, all travel should be secured via our online booking tool. Use the number in case of after-hour emergencies or if you find a cheaper flight that cannot be located on Egencia.

AIRFARE RATE

The average cost for a flight: \$425

- **Better planning:** secure 14 days in advance to save up to 30% off of your airfare.
- **Confirm your planning:** Flight change fees are \$150 + the cost of the new ticket.
- **Be flexible:** Selecting the later/earlier flight will save over \$100 in most cases. Sort your flights by cost to select.
- **Connecting flights:** If your flights are expensive - connect. None of us enjoy it, but it's a necessary evil when reducing airfare costs.
- **Research:** Find a cheaper flight somewhere other than our provider? **Email Egencia/GME Travel Desk at gamestoptravel@customercare.egencia.com** and let them know the flight you found and the cost. They'll be able to search all systems to match that cost!

HOTEL RATE

The average cost for a hotel room: \$145

Mid-service hotels: All travelers should stay at mid-service hotels (e.g. Hyatt Place, Hilton Garden Inn, Marriott Courtyard and Aloft by Sheraton). These hotels are less expensive and often offer complimentary Wi-Fi, complimentary breakfast and complimentary transportation to/from the airport.

RENTAL CAR RATE

The daily average cost for a rental car (excluding city fees): \$45

GME's rental car companies:

- **Hertz:** Company name: GameStop -- CDP#: 1470279 -- Promo Code: 7394 – <http://www2.hertz.com/Goldcorp>
- **Avis:** Discount number: AWD#G850100 - <http://www.avis.com/AvisWeb/html/>

GME has negotiated loss damage and liability insurance into these rates covering all employees when cars are secured through Hertz & Avis. You'll notice that the rates may be slightly higher in some cases, but it's only because our rates include liability as well as a Loss Damage Waiver on every rental. Please do not accept additional insurance when renting a car for corporate use in the United States. Employees should, however, always secure additional insurance for rentals outside of the United States.

Note: If you book in Egencia, the company codes are automatically listed in every reservation. If you secure directly through Hertz or Avis, you must give them the AWD code (AVIS) or the CDP# (Hertz).

MILEAGE REIMBURSEMENT

Current suggested IRS reimbursement amount is \$0.535.

HERTZ #1 CLUB GOLD

Signing up for Hertz #1 Club Gold means you can bypass the regular rental counter and proceed directly to your pre-assigned vehicle, saving your valuable time. As a #1 Club Gold member, you will also be automatically enrolled in Hertz's frequent renter program in which you will be able to earn higher levels of Gold service, personal free day certificates, free upgrades and bonus frequent flier miles. To enroll in the Hertz #1 Club Gold Program, please follow the steps outlined below:

- Visit GME's link: <http://link.hertz.com/link.html?id=5011352&LinkType=CBK>
- Click on "Join Now"
- Complete personal, business, and credit card information fields
- To earn Hertz #1 Awards® Points, check the box under the section HERTZ #1 AWARDS / FREQUENT TRAVELER
- U.S. Optional Services, Car Class – select according to the travel policy
- NeverLost navigational system – decline
- CANADA Optional Services – select according to the travel policy
- Complete remaining fields and submit enrollment form
- You will receive your Hertz #1 Club Gold Number via a printable member card on the screen
- Update your travel profile with your Hertz #1 Club Gold Number [if applicable]

Note: In order to protect you from misuse of your #1 Club Gold profile, for your first Gold rental, you will need to approach the Gold counter to show personal identification. You will not need to wait in line at the main Hertz counter.

Your #1 Club Gold number will be returned to you instantly and can be used immediately on future reservations booked with your #1 Club number.

MEAL PER DIEM

Qualifying meals will be reimbursed according to the per diem guidelines reflected below. However, your department budget supersedes the allotted per diem. Please check with your department executive to verify any department's budget boundaries.

Meal	Up to Sr. Manager/DL	Sr. Director, Director, DVP, RL, and RVP	VP and above
Breakfast	\$15	\$20	\$25
Lunch	\$20	\$25	\$40
Dinner	\$30	\$35	\$65

Note: If a group is dining together the highest-ranking person at the table should pay the bill per our policy. That person's per diem is acceptable for all members of the group dining together. (E.G. If a VP takes a director and 3 managers to lunch – everyone receives the \$40 per person per diem for that lunch.)

CORPORATE CONTACTS

Please check <http://meeting.gamestop.com/> regularly for updates to the travel policy. For additional information contact:

- Expense submissions and payments: Expense Payable (817) 424-2212 expensereporting@gamestop.com
- Meetings, Travel & Expos: Judy Payne, Director, Meetings & Travel (817) 722-7691 judypayne@gamestop.com or gsconference@gamestop.com
- Public Relations: Joey Mooring, Director, Public Relations (817) 722-7450 or email 'Corp – Investor & Public Relations'
- Report any concerns to the employee hotline: (800) 306-9330
- Relocation: Stacy Spears for relocation questions or to initiate a relocation at (817) 722-7625 or relocation@gamestop.com.

- Expense & Auto: contact Runzheimer at 800-548-6998 or email bvs@runzheimer.com
- Wireless Communication: Ben Campomanes (817)722-7911 or gowireless@gamestop.com
- Maintenance: All Maintenance requests can be submitted at <https://gamestopcorporate.macmms.com>.
- Recall: Shirley Granado, Sr. Director, Corporate and Financial Operations, Accounting Services
ShirleyGranado@gamestop.com

RELOCATION PARTNER

Conduent Human Resource Services – Global Mobility

*Please contact relocation@gamestop.com to initiate a relocation inquiry

Provider Contact:

- Home/Apartment Renters: Jennifer Johnston (503) 542-7450
or Jennifer.Johnston2@Conduent.com
- Homeowners: Victoria Maroulis (330) 942-0544 or Victoria.Maroulis@Conduent.com

STORE RELATED CONTACTS

- For Store Phone/Data Issues: Telecom@gamestop.com
- For Trash/Utility Issues: Submit through Cherwell or email StoreMaintenance@gamestop.com
- Waste Management: (877) 579-7020
- Store Maintenance Issues: StoreMaintenance@gamestop.com
- Technical Data Issues: CorporateHelpDesk@gamestop.com
- AT&T Conference calling Technical Issues: (800)526-2655
- Printer Issues: ServiceDesk@gamestop.com

X. Appendix B: Expense Reporting Process

INFREQUENT TRAVELERS – PAPER SUBMISSION

- Infrequent travelers will continue to submit expenses on the existing expense reporting spreadsheet (see GSO Accounting/Forms/Store Leader Expense Reimbursement Form).
- The expense report spreadsheet should be routed via email to the associate's supervisor then to accounts payable for review and payment.
- A hardcopy of the expense report with all original, itemized receipts for charges over \$25 attached should be mailed to GameStop Expense Reporting, 625 Westport Parkway, Grapevine, TX 76051. **The expense reimbursement will not be made until the expense report and original, itemized receipts are received.**

XI. Appendix C: Travel Tips & Tricks

Egencia is our travel partner and their travel portal is where all travel arrangements should be made. All current corporate travelers have been pre-loaded into the Egencia travel site. If you are a new traveler needing access, [please visit this link](#) to register with a profile. Once complete, your profile will route to the Meetings & Travel team. The Meetings & Travel team will review your profile submission within 24 business hours. If you have any questions or issues, please contact SamanthaVogel@GameStop.com. All Travel should be booked using our online booking tool.

To access Egencia:

- Go to www.egencia.com
- User name: Email Address
- Password: Click on "Forgot user name and/or password" to reset your password

CREATE YOUR TRAVEL PROFILE

Once you log into Egencia, please take a moment to set up your travel profile by clicking your name in the upper right corner. A drop-down will appear and you will select "profile." **Make sure that your first, middle and last name that appear in your travel profile match your government-issued ID!**

SETTING UP YOUR PROFILE - COMPANY INFORMATION

In this section of your travel profile, you will be responsible for selecting your department information, which you can find under "Personal Information" and then "Company Settings."

Please Note: The department selection you make lets our accounting team know where to book your travel charges. It is the responsibility of the traveler to ensure this department code is correct for your travel expenses.

SETTING UP YOUR PROFILE - TRAVEL PREFERENCES

After you get past a few additional sections, you'll come to the Travel Preferences section. This is where you'll enter your home airport and any loyalty program numbers you have, like your American Airlines Number, or Southwest Rapid Rewards number.

SETTING UP YOUR PROFILE - CREDIT CARDS

Finally, please enter your personal CORPORATE American Express Credit Card issued to you by accounting. All travel expenses should hit your personal corporate card, if you have one. If you do not have a corporate credit card, you will be able to book your charges to the BTA card.

Reminder, even if you book your flight to the BTA card, the charges will be coded by the accounting team to the department YOU selected in your travel profile. Again, it is the responsibility of the traveler to ensure the proper department is charged for their travel expenses.

BOOKING TRAVEL

Save the link to your favorites for quick reference when booking travel. If you have found a less expensive flight option on another website, you can call Egencia directly and have them match the cost. Please remember that booking via our online tool will only incur a \$5 booking fee, while calling an agent will incur a \$25 fee.

If you need to work with an agent, you can contact the Egencia/GME Travel Desk at: (877) 772-9042 or (417) 520-4736 or email at: gamestoptravel@customercare.egencia.com. Egencia/GME Travel Desk office hours are 7:00 AM to 8:00 PM Central Monday-Friday, excluding major Holidays. If your request has been sent during office hours, you will receive a response within 2 hours.

XII. Appendix D: Corporate Credit Cards

To secure an individual corporate credit card, complete the online AMEX application on GSO.

Use access key: ni1vf3vn

Along with the on-line form, associates are also required to complete the below internal application. The completed form should be emailed to expensereporting@gamestop.com for the access key.

Note: You are not required to obtain the Controller's approval, as that will be obtained by expense reporting.

APPLICATION FOR GME CORPORATE CARD

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Wireless Phone: () _____ Office Phone: () _____

E-mail Address: _____

Title: _____ Employee ID (payroll number): _____

Supervisor: _____ Department or Region: _____

_____ *Company (Inc, TXLP, Thinkgeek, Tech, Sunrise SOCOM):*

Card Usage Purpose: _____

Spending Limit Requested: _____

Employee Signature: _____ Manager Signature: _____

With my signature on this application, I acknowledge that company cards are to be used solely for business use. I also acknowledge that American Express cards include personal liability if bills are not paid timely. With any corporate card, I also acknowledge that it is my responsibility to timely submit all required expense reports with required receipts and other supporting documentation per the company's policies.

For Accounting use only _____

Travel or Purchase Card? _____ Authorized Spending Limit per policy: _____

Sr. Director Corp Accounting Services Signature: : _____ Date: _____