



# GameStop Travel & Expense Policy

## Revised April 2021

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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 \$75 (Store Leaders are required to submit a receipt for all expenses above \$0).

**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.

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](http://www.meeting.gamestop.com)). New associates automatically have access to the expense portal (Concur, Coupa Expense, etc.). For access to the travel tool (TripActions) please email your first name, last name, department, and employee ID number to Ashley Rasmussen in Meetings & Travel.

### 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.
- **InterContinental Travel – 15 days in advance:** VPs and above may book Business Class on intercontinental flights of 8 hours or longer. All other employees traveling 8 hours or longer on an intercontinental flight may book Economy +.
- **Intercontinental 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. VP approval required before booking. (Associate must submit flight itinerary and an itinerary of same flight as business class (for VPs and above) and Economy + (for all other employees) showing cost savings. These should be submitted to Expense Reporting and will be paid after travel occurs)
- **International travel - less than 15 days in advance:** Tickets purchased less than 15 days out must have VP approval and be coach class.
- **Flight Risk Policy:** The CEO and CFO shall at no time fly together. The CEO nor CFO shall not fly with more than two Senior Vice Presidents. No more than three Senior Vice Presidents may fly together at any time.

### 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.

### Airport Parking

An Airport Valet agreement has been secured at the DFW airport. Officers of the company may elect to park via Airport Valet during travel. The GameStop discount code should be used so we properly capture all parks and maintain our corporate discount.

- Airport Valet Discount Code: GME

To book a reservation logon to [www.theairportvalet.com](http://www.theairportvalet.com), set up an account and then enter the promo code GME each time you make a parking reservation. You can also call our concierge center at 972-313-2500 to set up a reservation. You must remember to give your concierge representative the promo code GME as well. This will provide the corporate rate of \$23/day for days 1-3, \$21/day for days 4-6, and \$19/day for days 7+.

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](http://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](http://www.meeting.gamestop.com).

**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](http://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 3 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.

Whenever practical, the CEO and CFO shall not fly together, nor should the CMO & CCO, but in every case, no more than three (3) EVP's and above should fly together. The CEO nor the CFO, CMO or CCO shall fly with more than three (3) Senior Vice Presidents. No more than four (4) Senior Vice Presidents may fly together at any time. The CEO may approve a waiver to this policy if an operational need arises.

**INSURANCE**

After 90 days of employment, GME associates are automatically covered by Company-paid Accidental Death and Dismemberment. For more information on company insurance plans, please refer to GME Associate Handbook. Any purchase of additional flight or luggage insurance is a personal expense to the traveler and is not reimbursable.

**HEALTH & WELLNESS**

The health and wellness of our associates are of utmost priority. If you have been diagnosed or have symptoms of a contagious illness or are currently taking medicine for a contagious illness (strep, flu, etc.), you should not travel on company business. Work with your supervisor to have a colleague fill-in for your travel or reschedule your trip for a date when you are well. We ask that all flights and hotels are cancelled 24-hours prior to departure when possible so we can recuperate those expenses. For additional questions about the health & safety policy, please contact Corp-Meetings & Travel.

**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](http://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.

**HOME SHARING**

While home-sharing solutions may be an affordable solution, they may not have the same level of security and consistency as major hotel brands. GameStop does not encourage the use of home-sharing, however, if an associate books home-sharing for business use the associate will assume any safety/security risk at the location. Associate is also responsible for any damages or other fees/expenses that may be assessed by the home-sharing arrangement.

**ROOM TYPE**

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

**ROOMMATING POLICY**

Other than our annual Conference, standard business travel policy does not require associates to roommate. For our Conference roommating policy, please review the Conference website at [www.meeting.gamestop.com](http://www.meeting.gamestop.com)



## BOOKING A RESERVATION

All lodging must be booked through GME's selected travel agency. When booking within the on-line booking system, please note that the reservation will be held with the card selected at the time of booking; however, you must produce a credit card to pay when you arrive. For questions or concerns contact [Corp-Meetings&Travel@GameStop.com](mailto:Corp-Meetings&Travel@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.

## TRIPACTIONS ASSOCIATE REWARDS PROGRAM: HOTEL BOOKINGS

GameStop is excited to announce our Associate Rewards Program in TripActions! This rewards program incentivizes associates to book lower hotel nightly rates in exchange for earning rewards points. In order to earn rewards, you must:

- Reserve your hotel online within our TripActions Booking Tool
- Select a nightly rate that is lower than the lower option of either our GameStop Travel Policy Price (located on page 15 of this policy) or TripActions Price to Beat, which is their estimation of the fair market booking price.
- If you select a lower rate and save GameStop money on the booking, we will split the savings with you and give you 30% of the savings in reward dollars!
- Through the TripActions Rewards portal, you will be able to exchange your reward dollars for one of the below perks:
  - Amazon gift card
  - Donation to charity of your choice
  - Upgrades on air, hotel, rental car bookings (Note: you must have the full value of the upgrade in rewards points)
  - Purchase personal air, hotel, rental car travel (Note: You must have the full value of your trip in reward points)
- Example 1:
  - GameStop Per Night Hotel Policy Price: \$165
  - TripActions Price to Beat for your booking: \$180
  - GameStop Associate Hotel Nightly Booking Rate: \$150
  - Total Savings: \$15
  - Associate Rewards: \$4.5 dollars
- Example 2:
  - GameStop Per Night Hotel Policy Price: \$165
  - TripActions Price to Beat for your booking: \$150
  - GameStop Associate Hotel Nightly Booking Rate: \$125
  - Total Savings: \$25
  - Associate Rewards: \$7.5 dollars

## 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.

### **RIDE SHARING**

While ride-sharing solutions may be an affordable solution, they may not have the same level of regulation, security and consistency as major car rental brands or taxi companies. While GameStop will reimburse business travelers for the use of ride-sharing, liability of the ride is the responsibility of the traveler.

### **BOOKING A RESERVATION**

Rental car reservations may be booked through the company-approved online 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.

### **TRIP ACTIONS ASSOCIATE REWARDS PROGRAM: RENTAL CAR BOOKINGS**

GameStop is excited to announce our Associate Rewards Program in TripActions! This rewards program incentivizes associates to book lower daily rental car rates in exchange for earning rewards points. In order to earn rewards, you must:

- Reserve your rental car online within our TripActions Booking Tool
- Select a daily rate that is lower than the lower option of either our GameStop Travel Policy Price (located on page 15 of this policy) or TripActions Price to Beat, which is their estimation of the fair market booking price.



- If you select a lower rate and save GameStop money on the booking, we will split the savings with you and give you 30% of the savings in reward dollars!
- Through the TripActions Rewards portal, you will be able to exchange your reward dollars for one of the below perks:
  - Amazon gift card
  - Donation to charity of your choice
  - Upgrades on air, hotel, rental car bookings (Note: you must have the full value of the upgrade in rewards points)
  - Purchase personal air, hotel, rental car travel (Note: You must have the full value of your trip in reward points)
- Example 1:
  - GameStop Daily Rental Car Policy Price: \$36
  - TripActions Price to Beat for your booking: \$30
  - GameStop Associate Daily Rental Car Booking Rate: \$26
  - Total Savings: \$4
  - Associate Rewards: \$1.2 dollars
- Example 2:
  - GameStop Daily Rental Car Policy Price: \$36
  - TripActions Price to Beat for your booking: \$45
  - GameStop Associate Daily Rental Car Booking Rate: \$30
  - Total Savings: \$6
  - Associate Rewards: \$1.8 dollars

## V. Mileage and Other Transportation

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. While GameStop will reimburse business travelers for taxi fares, liability of the ride is the responsibility of the traveler. Ride-sharing services are also reimbursable. See our ride-sharing policy on page 7. 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.

### AIRPORT VALET

An Airport Valet agreement has been secured at the DFW airport with FreedomPark Valet. GameStop Travelers may elect to park via FreedomPark Valet when short-term parking is permitted as stated above. The GameStop discount code is tied to your email address and should be used so we properly capture all parks and maintain our corporate discount.

- **Airport Valet Discount Code:** Tied to your email address. You do not need to enter any code.

To book a reservation logon to <https://www.freedomparkdfwvalet.com/>, setup an account under your GameStop email address. You can also call the concierge center at 972-252-2500 to set up a reservation. You must give your concierge representative your GameStop email address for the reservation in order to capture the discount. This will provide the corporate rate of \$24/day.

## 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, 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.

### DINOVA



When you make purchases at any restaurant in the Dinova catalog using your corporate credit card, you will receive personal points in your Dinova app. Exchange your points for gift cards to various dining and shopping outlets – for you to keep or share. Visit [www.meeting.gamestop.com](http://www.meeting.gamestop.com) for sign-up instructions.

### 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 online 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 Weichert Workforce Mobility.** 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.

### REIMBURSABLE

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

- Tips - 20% at restaurants; \$1 per bag airport/hotel
- Parking and tolls (receipts not required for expenses less than \$75)
- 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
- Flight 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. holiday and birthday lunches/dinners, vendor/consultant meals or recognition events) are not reimbursable without prior VP approval
- 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
- Luggage, toiletries, clothing or other personal belongings cannot be reimbursed except those that fall within the Lost/Stolen Luggage Policy below)
- 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
- 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 gifts or other cash prizes
- Flowers for associates or their families can only be expensed when less than \$100 and prior VP approval
- Traffic fines/court fees
- Club store membership fees (e.g. Sam's Club, Costco)

**Store Supplies:** An itemized receipt is required on all emergency store supply purchases regardless of the amount. Emergency supplies should be limited. All other store supplies purchases should be planned and purchased through planned purchases should go through the Store Console POS.

**Any business-related charge marked as "Other" on the expense report will require a receipt regardless of the amount.**

### LOST/STOLEN LUGGAGE POLICY

If during a company trips your luggage, toiletries or clothing are lost or stolen you may purchase an emergency stock to get you through your trip not to exceed \$100 per day until such luggage is found. Expense report documentation is required to include proof of lost luggage, dates impacted and receipts of purchased items.

### 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.**

### CORPORATE GIFTCARDS

**Although we discourage the use of your corporate card to purchase gift cards,** GME recognizes there may be times when a department hosts employee moral or engagement events, including but not limited to gaming tournaments, contests, etc. that may require the use of a gift card (physical or digital) for prizing. This may also include department gift cards honoring tenure, customer service or any other highlighted GME Value. All gift cards ordered for such purposes, must be requested by the department supervisor through the official GME Corporate Gift Card Process, which can be found on [www.meeting.gamestop.com](http://www.meeting.gamestop.com) or by emailing [Corp-Meetings&Travel@GameStop.com](mailto:Corp-Meetings&Travel@GameStop.com). Allow lead time of 2 weeks for gift card orders.

## VIII. Expense Reimbursement

### PAYMENT TYPES

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



**Corporate Credit Cards:** GME utilizes corporate credit cards and an expense reporting system through Concur Expense to provide travelers with a convenient and consistent method of making and reporting business related expenditures. Eligible associates may request a corporate card emailing [expensereporting@gamestop.com](mailto:expensereporting@gamestop.com). The CFO/CAO will make the final approval for all corporate credit cards to be issued. The corporate credit 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 via Concur Expense.

### SUBMITTING CORPORATE CARD EXPENSES

**Associates are responsible for submitting all expenses within 10 days** of the end of the billing cycle (last day of the month).

GME encourages corporate credit 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 credit card company.** Cardholders should not submit payment for their qualifying business expenses to credit card company. **GME will submit payment directly to card holder after expense has been approved.**

- **Anything deemed non-reimbursable or determined non-business related expense will be payroll deducted and associate will receive notification from [expensereporting@gamestop.com](mailto:expensereporting@gamestop.com).**

### SUBMITTING OUT-OF-POCKET EXPENSES

**Reimbursements for expenses not on your corporate card will be processed for payment within two (2) weeks of receipt of a properly submitted and approved report.** For travelers, expense reimbursement will be paid through the established payroll payment method.

### 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 \$50 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 \$75 (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.

#### **AUTHORIZATION**

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

- Store Management Expenses – District manager 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

TripActions

On-line booking: TripActions

Agent assist: Chat tool within TripActions

### 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? **Use the chat feature within the TripActions tool or via the TripActions app to discuss with an agent.** They'll be able to search all systems to match that cost!

### HOTEL RATE

The average cost for a hotel room: up to \$165 in all markets however adjusted for high-cost cities with prior approval.

**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): \$36

GME's rental car companies:

- **Enterprise/National:** Company name: GameStop – Discount Code #: GPOXZ07
- Hertz: Discount number: 1470279

GME has negotiated loss damage and liability insurance into these rates covering all employees when cars are secured through Enterprise/National & Hertz. 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 the travel portal, the company codes are automatically listed in every reservation. If you secure directly through Enterprise/National or Hertz, you must give them the Discount Code#.

### ENTERPRISE/NATIONAL EMERALD CLUB

GameStop employees are entitled to complimentary Emerald Club® membership. This frequent renter program for National Car Rental and Enterprise Rent-A-Car in North America will provide expedited service and members-only benefits:

Benefits of the Emerald Club at National:

- Bypass the counter - Bypass the rental counter and go directly to the Emerald Club Aisle® at more than 50 major airports in the U.S. and Canada.
- Choose your own car - Don't waste time looking for your assigned car - just choose any car from the Emerald Club Aisle® and be on your way.



- Drop & Go – For express car return through the delivery of e-receipts. There's no need to wait around for a piece of paper when you return your car. Sign up to receive this benefit and we will automatically email your receipts to you, for each returned rental.
- Status Matching – To ensure a smooth transition into our loyalty program.

Emerald Club benefits at Enterprise:

- Access to a network of 8,000 Enterprise locations—In addition to renting from National, Emerald Club® members can now rent from the thousands of neighborhood Enterprise Rent-A-Car locations.
- Shared profiles—Emerald Club® member profiles are automatically available at Enterprise Rent-A-Car.
- Emerald Club® members can earn Emerald Club® rental credits at participating Enterprise Rent-A-Car locations.
- Qualifying\* Enterprise rentals will count toward improving their Emerald Club® status and earning Free Rental Days redeemable at National Car Rental locations.

Sign up here: [https://www.nationalcar.com/en\\_US/car-rental/loyalty/corporate-Enrollment.html/keyWord=GPOXZ07.html?locale=en\\_US](https://www.nationalcar.com/en_US/car-rental/loyalty/corporate-Enrollment.html/keyWord=GPOXZ07.html?locale=en_US)

### **MILEAGE REIMBURSEMENT**

Current suggested IRS reimbursement amount is \$0.56. This amount is adjusted as per IRS rates

### **MEAL PER DIEM**

Qualifying meals will be reimbursed according to the IRS per diem guidelines at \$85 per day For high-cost cities, the reimbursable meals will be allowed per the IRS per diem tables. Refer to the latest IRS per diem table at: <https://www.irs.gov/pub/irs-drop/n-20-71.pdf>.

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.

### **CORPORATE CONTACTS**

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

- Expense & Auto reimbursement submissions and payments: Expense Reporting (800) 355-0709 Option 2, [expensereporting@gamestop.com](mailto:expensereporting@gamestop.com)
- Meetings, Travel & Expos: [meetingsandtravel@gamestop.com](mailto:meetingsandtravel@gamestop.com) or [gsconference@gamestop.com](mailto:gsconference@gamestop.com)
- Public Relations: [PublicRelations@gamestop.com](mailto:PublicRelations@gamestop.com)
- Report any concerns to the employee hotline: (800) 306-9330
- Relocation: (817) 722-7504 or [relocation@gamestop.com](mailto:relocation@gamestop.com).
- Expense & Auto: contact Motus at 1-800-355-0709 (option 2) or email at [customercare@motus.com](mailto:customercare@motus.com)
- Wireless Communication: Jacob Storey (817)722-7659 or [JacobStorey@gamestop.com](mailto:JacobStorey@gamestop.com)
- Maintenance: All Maintenance requests can be submitted at <https://gamestopcorporate.macmms.com>.
- Recall, Storage & Shredding: [apiinquiry@gamestop.com](mailto:apiinquiry@gamestop.com)

### **RELOCATION PARTNER**

**Weichert Workforce Mobility**

\*Please contact [relocation@gamestop.com](mailto:relocation@gamestop.com) to initiate a relocation inquiry

Provider Contact:

- You can also contact [CarlosStrudwick@gamestop.com](mailto:CarlosStrudwick@gamestop.com)

### **STORE RELATED CONTACTS**

- For Store Phone/Data Issues: [Telecom@gamestop.com](mailto:Telecom@gamestop.com)
- For Trash/Utility Issues: [StoreMaintenance@gamestop.com](mailto:StoreMaintenance@gamestop.com)



- Waste Management: [StoreMaintenance@gamestop.com](mailto:StoreMaintenance@gamestop.com)
- Store Maintenance Issues: [StoreMaintenance@gamestop.com](mailto:StoreMaintenance@gamestop.com)
- Technology Support:
  - Phone 855-438-4767, Option 1 or 817-722-7511, Option 1
  - Web <https://sso.gamestop.com> > Service Portal
  - Chat <https://sso.gamestop.com> > Service Portal > Chat with the HelpDesk
  - Email [ServiceDesk@gamestop.com](mailto:ServiceDesk@gamestop.com)

## X. Appendix B: Travel Tips & Tricks

TripActions 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 TripActions travel site. If you are a new traveler needing access, please email the following information to [AshleyRasmussen@gamestop.com](mailto:AshleyRasmussen@gamestop.com): First Name, Last name, employee ID number and department cost center. Ashley will create your new TripActions profile. If you have any questions or issues, please contact [AshleyRasmussen@gamestop.com](mailto:AshleyRasmussen@gamestop.com). All Travel should be booked using our online booking tool.

### TO ACCESS TRIPACTIONS:

TripActions is set up for Single Sign On (SSO). Please visit the <http://meeting.gamestop.com/> for instructions to add TripActions to your OKTA account.

### CREATE YOUR TRAVEL PROFILE

Once your TripActions profile has been created, you will be able to log in via SSO, per the instructions on the Meetings & Travel Website (see note above). 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 - 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 Known Traveler Number, Redress Number (if you have one) 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 MasterCard Credit Card issued to you by accounting. Make sure to select the box that says "My company gave me this card" when inputting your corporate MasterCard information. All travel expenses should hit your personal corporate card. If you do not have a corporate credit card, please reach out to Ashley Rasmussen.

### BOOKING TRAVEL

If you have found a less expensive flight option on another website, you can use the chat feature to inform TripActions directly and have them match the cost.

If you need to work with an agent, you can use the chat feature online or via the chat tool in TripActions. The chat support team at TripActions is comprised of travel agents that will be happy to assist you 24/7. The average response time to chat requests is less than 1 minute.

