



GameStop Vendor Travel and Expense Guidelines

I. Travel Philosophy, Responsibilities and Control

TRAVEL PHILOSOPHY

The philosophy underlying GameStop'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. GameStop vendors and 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 vendor and associates incurring the expense.

PAYMENT AND DOCUMENTATION

It is the responsibility of the Vendor to submit an expense reimbursement invoice containing all required explanations and receipts as required by this policy and the IRS. It is the responsibility of each Company approver to monitor expense reports being submitted for the required explanations and confirm receipts are attached as required by this policy and the IRS.

To ensure compliance with IRS regulations for deductible business expenses, the following information must be included on Vendor 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
- Purpose / 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 charges greater than \$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)

Important - Failure to comply with IRS reporting requirements will result in a loss of expense reimbursement to the vendor.

II. Air Travel

JUSTIFICATION & CLASS OF SERVICE

When a vendor, 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, vendors may purchase tickets in business class with GameStop VP/department head approval.
- **International travel - less than 21 days in advance:** Tickets purchased less than 21 days out must be coach class.

LOWEST AVAILABLE COST

The following process should be used to secure lowest available airfare for **reimbursement**:

- **Vendors to 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 change fees
- Vendor to search flights using a window of 3+ hours of flight times rather than specific flight time
- Vendor is to 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
- **Vendors may not make their selection based on their preferred carrier unless the preferred carrier has comparable pricing to the airline with the lowest cost**

AIRLINE BAGGAGE FEES

GameStop 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.

FREQUENT FLYER PROGRAM

GameStop Vendors 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 necessitate an overnight stay, the traveler should first attempt to secure complimentary lodging from the airline before incurring an additional cost to Company. GameStop will not reimburse for toiletries or clothing due to a delayed flight.

PAYMENT AND DOCUMENTATION

Airline expense should be submitted on the expense reimbursement invoice detailing business destination and purpose of trip. Vendors must wait until the trip is complete to submit the expense.

III. Lodging

JUSTIFICATION

The Company authorizes a hotel stay when travel necessitates. Unless an extraordinary circumstance exists, no hotel stay should be within 100 miles of the Vendor'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.

ROOM TYPE

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

CANCELING A RESERVATION

Should a guaranteed reservation need to be canceled, the Vendor must contact the hotel by a time specified by the hotel in order not to be charged for the room. **Important - If the Vendor does not make the cancellation in a timely manner, the no-show charge will not be considered an acceptable business expense and will not be reimbursed.** When canceling a reservation, always get a cancellation number and the hotel employee's name in case the Vendor needs 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.

Less than 50 miles: Associates traveling less than 50 miles are expected to use other means of transportation including cabs or hotel shuttles.

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.

VENDORS' RESPONSIBILITY FOR LOSS OR DAMAGE

Vendors 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 Vendor 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 Vendor or their company. It is recommended that the Vendor check with their personal insurance provider to determine coverage (if any) is provided for these circumstances through their personal insurance policy. The Vendor is personally responsible for payment of all fines, traffic tickets, court costs, etc. arising during use of the rental car.

REFUELING

The Vendor should not accept the Fuel Purchase Option (FPO) offered by a rental agency. Vendor 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.

PAYMENT AND DOCUMENTATION

The business destination and business purpose information must be included on the expense report.

AIRPORT PARKING

Short-term parking may be used for same-day travel. More economical long-term parking must be used at all other times. Airport valet is not reimbursable.

V. Meals and Entertainment

MEALS PURPOSE

If a GameStop employee is also attending the meal, the GameStop employee will pay and submit the expense per the GameStop T&E policy. Meal expenses incurred by Vendors will be reimbursed in the following circumstances:

- Meeting Meals – Meals associated with a bona fide business meeting.
- Out of Town Meals -- Out of town meals are defined as meal expenses incurred by Vendor when dining on an overnight business trip that is not part of a group meeting.
- Business Meals -- Business meals are defined as meals during which a business discussion takes place. A moderate amount of business meals will be reimbursed.
- **Important – the expense report must specify the reason for meal reimbursement and the names of the individuals participating in the meal. Failure to provide this required information may cause the expense reimbursement to be delayed or declined.**

MEAL EXPENSE REIMBURSEMENT

Qualifying meals will be reimbursed according to the per diem guidelines reflected below.

| Meal | Up to Manager/DM | Director, RD, RVP and DVP | VP and above |
|-----------|------------------|---------------------------|--------------|
| Breakfast | \$10 | \$15 | \$25 |
| Lunch | \$15 | \$20 | \$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.)

Any exception for meal limits and/or meal dollar amounts must have prior GameStop VP approval. Documentation of this approval should be submitted with the expense report to avoid the expense being delayed or declined.

PAYMENT AND DOCUMENTATION:

The business purpose, location and attendee information must also be included on the expense report. All expenses in excess of \$25 will require an itemized receipt for reimbursement. **Tear tab receipts, where the Vendor writes in the amount of the expense or charge card statement receipts will not be accepted as itemized documentation for meal and entertainment expenses.**

VI. Other Reimbursable Expenses

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)
- Gamestop, Inc. related business calls or limited personal calls from hotels are reimbursable.

Prior approval from the Vendor's GameStop VP must be granted before the expense for additional items not listed above are incurred. See section V for items that are not reimbursable as a business expense.

V. Non-Reimbursable Expenses

GameStop will not reimburse the following travel related expenses:

- Non-business meals or entertainment
- Transportation costs including rail/subway, taxi and toll expenses incurred during regular commute to work location
- Laundry or Valet services (unless travel time exceeds 5 days)
- In-flight movies and refreshments
- 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 (covered by the traveler's personal insurance, airline insurance and/or credit card travel insurance)
- Personal travel, auto and accident insurance premiums
- Airline, Registered Traveler or membership reward club fees
- Baby-sitting expenses in-home or while traveling
- Boarding of pets
- 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

GameStop will not reimburse the following other expenses:

- Gifts or awards for GameStop or vendor employees, other vendors or their associates.
- Poker chips or other cash prizes for GameStop or vendor employees, other vendors or their associates.
- Traffic fines/Court fees
- Charitable contributions
- Club store membership fees (i.e. Sam's Club, CostCo)