



Travel and Expense Policy

1. All expenses must be pre-approved by Adobe in writing before being incurred.
2. Vendor will invoice Adobe for authorized travel expenses at actual cost with no mark-up fees.
3. Vendor will use good judgment to book standard business hotels (not luxury properties) at reasonable rates per night. (i.e. between \$125-\$300 a night depending upon location.)
4. Vendor shall use their best efforts to book airline reservations at least 14 days prior to travel.
5. Coach Class must be used for travel under 6 and a half hours of flight time. Air Travel to international locations with more than six and a half (6 1/2) hrs or greater continuous flight time anywhere in the world, may be authorized for Business Class with pre-approval from the Adobe project manager. First class air travel is never approved.
6. Vendor will limit personal meals to \$100.00 (USD) per day or equivalent, including taxes, gratuities and refreshments. Vendors cannot pay for meals for others on behalf of Adobe.
7. Adobe has the right to decline reimbursement of all expenses exceeding the \$100.00 daily limit.
8. Proper receipts are required for all travel, meals, refreshments and the copies must be submitted with the invoice.
9. Actual expenses need to be approved by the Adobe project manager.
10. Adobe reserves the right to audit all travel expenses and supplier agrees to refund expenses out of compliance with this Travel and Expense Policy.