

**Version:** 1.0

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The Global Travel and Expense Policy (“Policy”) applies to all associates who work for Wal-Mart Stores, Inc., or one of its subsidiary companies (“Walmart”) in all countries.

## Purpose

The policy and processes listed under it have been established to:

- Ensure the safety of travelers via itinerary tracking and response capabilities
- Ensure Every Day Low Cost through leverage of suppliers and streamlining of processes
- Ensure compliance with other Walmart policies and procedures
- Enable control and standardization of travel and expense services

## Applicability

Associates must adhere to this policy and managers/supervisors are responsible for monitoring the degree of understanding from associates in their area of responsibility.

Each country has a Country Specific Appendix that provides additional guidance for local market associates. While local policies can establish more stringent guidelines, the ones described in this document must be observed at a minimum. The WMGTS Appendix is available on [this link](#).

## Details

### Approved Travel Agency

All associates must reserve and purchase airline tickets, hotel rooms, and rental cars through the agency approved by Global Travel. The approved travel agency and methods of booking travel at Walmart GTS are listed in the WMGTS Appendix.

Use of external websites such as Expedia, Opodo, Ctrip, and Despegar or suppliers’ direct websites to book travel is prohibited, unless they are pre-approved by the Global Travel team.

### Travel Profile

It is the associate’s responsibility to ensure that information is complete and accurate in their travel and expense profiles with their approved agency and tools.

### Preferred Travel Suppliers

Associates are expected to purchase the most economical fare for all travel. In this instance, “economical” should be determined between the traveler and their manager, with a discussion on total cost, baggage and other ancillary fees, amenities, productivity and work-life integration and safety. This includes the use of non-refundable or restricted tickets.

After consideration of the most “economical”, the use of preferred airline, hotel and rental car suppliers are required where available. The approved online booking tool (e.g., GetThere, KDS, etc.) or travel agency will note preferred suppliers when booking reservations.

### Negotiations with Travel Suppliers

All negotiations with travel suppliers (air, hotel and car) must be managed by Global Travel. This will ensure compliance procedures are followed that the negotiations result in the lowest possible rates. The Appendix provides the Regional Global Travel contact information if additional travel suppliers is required.

### Advance Booking Requirements

Requirements for advanced booking of airline tickets are clearly stated in the Walmart GTS Appendix. Generally, airfare increases significantly closer to the travel date.

### Air Travel

Business Class travel may only be booked if the flight time on the longest segment is **greater than 9 hours or if there is a cost saving**. Details on appropriate class of service as well as the process for exception review are documented in the Walmart GTS Appendix.

### Hotels

Associates will not normally be expected to share rooms. Associates of the same sex may be required to share rooms for specific events (i.e. Shareholders Meeting, YBM, Golden Quarter). If sharing is required but you wish to request a private room for medical or other reasons, contact your HR representative.

### Travel Approval

It is the responsibility of the associate to know country level travel approval requirements and abide by them. Even if an official approval is not required by local policy, the best practice is that associates inform their managers about their intent to book travel or incur expenses, prior to doing so. If the associate plans to provide travel and/or lodging for a non-US government official, additional approvals may be required. Please refer to [Walmart's Corporate Anti-Corruption Compliance Procedures](#).

### Payment Methods

Each country may select and implement a corporate credit card program as approved by Global Treasury and based on local market requirements. If associates are issued corporate credit cards, it is required that they are used for all travel and expense purchases. Centralized (department level) credit cards may be used within local markets as required to facilitate payment.

### Changes or Cancellations

Changes or cancellations to travel bookings should only be made when there is a clear business reason. Any refunds or compensation from suppliers due to a change or cancellation shall be returned to the company and not the associate.

### International Travel Documentation

All associates traveling internationally are responsible for obtaining the appropriate travel documents required for entry into the destination country.

### **International Driving Permit**

All associates traveling internationally, who intend to drive a motor vehicle in a foreign country, must possess a valid driver's license *and* an International Driving Permit (IDP) or country equivalent. Please refer to the Walmart GTS Appendix for more information.

### **Travel Security Program**

In order to manage traveler safety, Walmart has developed a Global Travel security program to track and contact travelers. Despite this effort, each associate must take the responsibility for his or her own safety before and during business trips. Making use of the approved travel agency will eliminate the risk of booking a non-preferred or high risk supplier or travelling to high risk or banned countries.

### **Meetings and Events**

Walmart encourages associates to use onsite meeting space, conference rooms or video conferencing where possible for meetings and events. When this is not possible, arrangements for air, hotel and car bookings must be made through the approved travel agency group booking process.

## **Violations**

Violation of this Policy may result in disciplinary action up to and including termination.

For questions or further guidance, please send an email to the [Global Travel policy mailbox](#) or to [globaltravelpolicy@walmart.com](mailto:globaltravelpolicy@walmart.com)