

Supplier Travel and Expense Policy



Policy Purpose

Arm Supplier Travel and Expense Policy ("Policy") is an external policy for Arm Suppliers.

The Policy purpose is to provide clarification on reimbursement of reasonable and necessary business travel and expenses incurred by Suppliers when doing business on behalf of, and at written request of Arm.

Policy Statement

All travel costs and expenses incurred by the Supplier must be booked and be in line with the Policy.

Unless otherwise agreed in the contract between Arm and the Supplier all business travel costs and expenses should be agreed in advance (before travel), and be in writing from the appropriate Arm Business Sponsor (budget owner) or manager responsible for approving supplier business travel costs and or expenses.

All business travel costs and expenses must be reasonable, must be invoiced to Arm against actual expenditure, be submitted within 1 month of incurring them, be accompanied with original receipts and not include any mark-up.

Failure to provide receipts with expense claims will result in non-payment by Arm.

Travel and Arm's Environmental Sustainability Travel Objective

Arm has committed to be net zero carbon by FY30, as a result it is Arm's intention to significantly reduce our carbon footprint in business travel as air travel contributes approx. 60% of Arm's total carbon emissions (tCO₂e).

The sustainably focused Policy will require all travellers to make sound judgements on the need to travel to get work done, and balance this with the use of alternative forms of communication. Where travel is unavoidable, lower carbon modes of transport should be prioritised such as trains and public transport over cars or air travel.

Prior to requesting travel, audio & video conferencing options should be considered.

Information on communication and collaboration tools available at Arm, including Zoom, Slack, Microsoft Teams & Meeting Rooms can be found on Arm's Intranet site (Digital Collaboration).

Planning Travel

- When travel is necessary, Suppliers should conclude business efficiently to limit the need for overnight accommodation.
- To obtain optimum service and value, Suppliers should plan their business journey as far ahead as possible and provide maximum notice to Arm Business Sponsor of the business travel requirement to obtain the lowest fare/s.
- Booking more than 21 days in advance will often secure lower fares.

Booking Travel

Wherever possible, Supplier travel bookings should be made using Arm Travel Management Company to take advantage of Arm's travel programme, or by using Supplier's own corporate travel programme - whichever is the lowest cost to Arm.

Arm Travel Team can assist with planning and booking: armtravelteam@arm.com

Flights

The following principles must be followed when booking flights:

- All flights under 6 hours in duration should be booked on Economy and flights over 6 hours can be booked in Premium economy any upgrades are only permitted at the supplier's expense.
- Flexible tickets should not be booked unless they are the lowest logical option available.
- Use restricted tickets, which, for a small fee, can be changed.
- Flights should be booked as far in advance as possible and acceptance of the lowest logical fare offered by the agent.

Rail

All rail journeys are to be booked in Economy class.

Mileage

The following principles must be followed for mileage:

- Suppliers can only claim mileage or other expenses for travel by personal vehicle with prior written approval. Travel time to and from Arm cannot be charged for.
- Mileage rates maintained in Annex 1 of this Supplier Travel and Expense Policy.
- All mileage claims must be accompanied by a valid fuel receipt.
- Suppliers must ensure that all vehicles used are appropriately registered, insured, taxed, and maintained and compliant with local vehicle laws.
- Suppliers cannot claim for fines relating to parking or motoring.



Taxis

The following principles must be followed when using taxis:

- Suppliers should only travel by taxi when there is no other form of public transport or where travel by means other than taxi would be unsafe.
- A signed taxi receipt for the business journey must be obtained at the point of travel and submitted with the expense claim.
- Wherever possible, business journeys should be shared to reduce carbon footprints.

Hotels

The following principles must be followed when booking hotels:

- All hotel bookings are to be made at hotels on Arm's preferred suppliers list using the Arm corporate rates or at properties of a maximum rating of 4 stars.

Meals/Subsistence

The following principles must be followed for meals / subsistence:

- Reasonable food and beverage subsistence may be claimed when conducting business on behalf of Arm.
- Meals/Subsistence allowances maintained in Annex 2 of this Supplier Travel and Expense Policy.
- All claims must be supported by copy of original receipts.

Travel Related Expenses

Suppliers shall not claim for sundry expenses e.g. laundry, internet charges, clothing, toiletries, personal grooming, newspapers, publications, client/business entertainment, hotel videos/pay to view movies, gym etc.

Proof of Payment and Receipts

Suppliers when required, must provide proof of payment for expenses incurred with valid and tax acceptable receipts that clearly states what goods and services were exchanged for payment.

Arm will accept receipts that include itemised detail of the expense from valid merchants. For example,

- Accommodation – itemised bill showing payment
- Meals – detailed restaurant receipt showing what was ordered and payment
- Car rental – receipt showing dates, car type, rental location and payment

Arm will not accept receipts that are handwritten or showing only the total expense amount (eg credit card slips or statements).

Insurance

Suppliers must ensure that they have adequate medical and travel insurance in place, at their own cost, before undertaking any form of travel on behalf of Arm.

Responsibilities

In relation to this Policy,

Group Procurement at Arm is responsible for communicating the Supplier Travel and Expense Policy to suppliers through processes of sourcing and supplier registration.

Business Sponsor, contract owner from the business at Arm, as the primary contact for provision of the products, goods and or services by the Supplier is responsible for pre-approvals and approval of incurred travel costs and expenses, and the monitoring of Supplier compliance with the Supplier Travel and Expense Policy.

Supplier and its travellers are responsible for complying with this Travel and Expense Policy and Travellers are responsible for their own valid travel documents, e.g. passports, visas.

Contingent Workers

Contingent Workers are responsible for submitting reasonable and necessary expenses in a timely manner. Original receipts should be submitted. All expenses submitted for reimbursement should be legitimate business expenses in compliance with this Supplier Travel and Expense Policy.

Arm Business Sponsor is required to review and approve the need for travel and related expenses where they are deemed necessary prior to a Contingent Worker undertaking travel or incurring expenses and before they are submitted as an expense report to their Arm supplier.

Applicability

The Policy is applicable to all Arm Suppliers. A Supplier is defined as a third-party supplier, agent, contractor, contingent worker or consultant working on Arm's behalf, and includes all their officers, employees, contractors, subcontractors and agents.

The Policy is applicable to all Arm Suppliers on a worldwide basis.

Expected Behaviour

Suppliers should conduct their business activities in full compliance with Arm's Supplier Code of Conduct while performing work with or on behalf of Arm.

Reporting Concerns

You may report concerns to your Business Sponsor, or Group Procurement, or People Team at Arm. Managers at Arm have a responsibility to ensure that all reports are escalated and responded to appropriately.

If you believe this Supplier Travel and Expense Policy may have been violated, you must report your concern to Arm’s Whistleblowing Hotline. Reports can be made anonymously by calling the Arm Whistleblowing Hotline.

The Arm Whistleblowing Hotline can be called at any time and from any location as follows:

- Residents of the United Kingdom: +1(800) 361-2195
- Residents of the United States (toll-free number): 1(800) 361-2195
- Residents of France (CNIL number): 0800 90-7172
- Residents across all other Arm countries: +1(800) 361-2195

You may also report concerns to the Office of Ethics and Compliance:

Legalethics.Legaethics@arm.com

Arm will not tolerate retaliation against anyone, who in good faith, reports a concern or cooperates with a compliance investigation, even when allegations are found to be unsubstantiated.

Supporting Resources

Supplier Code of Conduct

Further Information

If you have further questions about this Supplier Travel and Expense Policy, please contact Group Procurement: procurement@arm.com. If you have questions about business travel or expenses, please contact the Business Sponsor responsible for approving.

Revision History

Revision #	Effective Date	Policy Approver	Description of Changes
1	28/01/2021	Toby Withnell	Revision to Travel and Expense Policy v2015
2		Peter Allen	Revision to Travel and Expense Policy v2024

Annex 1

Milage

Correct at published date Jun 2024.

The following is provided for guidance as to what an acceptable milage allowance might be when travelling.

Car Configuration Name	Criteria	Rate Type	Local Currency Rate	Unit
Finland Personal Car Mileage	Moped	Personal Car - Variable Rate Distance	0.23	km
Finland Personal Car Mileage	Motorcycle (motorbike)	Personal Car - Variable Rate Distance	0.44	km
Finland Personal Car Mileage	Other means of transport (bicycle)	Personal Car - Variable Rate Passenger	0.14	km
Finland Personal Car Mileage	Passenger Car	Personal Car - Variable Rate Passenger	0.57	km
France Car Configuration	Up to 3CV	Company Car - Variable Rate Business	0.529	km
France Car Configuration	4CV	Company Car - Variable Rate Business	0.606	km
France Car Configuration	5CV	Company Car - Variable Rate Business	0.636	km
France Car Configuration	6CV	Company Car - Variable Rate Business	0.665	km
France Car Configuration	7CV & Above	Company Car - Variable Rate Business	0.697	km
Germany Personal Car Mileage		Personal One	0.30	km
Hungary Personal Car Mileage		Personal Car - Variable Rate Distance	30	km
India Car mileage	Diesel	Personal Car - Variable Rate Distance	5.5	Mile
India Car mileage	Petrol	Personal Car - Variable Rate Distance	7.5	Mile
Ireland Car Configuration		Personal Car - Variable Rate Distance	0.42	km
Israel Personal Car Mileage		Maximum Daily Commute allowance	3	km
Japan Car Mileage		Personal Car - Variable Rate Distance	32	km
Korea Personal Car mileage		Personal Car - Variable Rate Distance	75	km
Norway Personal Car Mileage		Personal Car - Variable Rate Distance	4.9	km
Sweden Personal Car		Personal Car - Variable Rate Distance	2.5	Km
Taiwan Car Mileage		Personal Car - Variable Rate Distance	16.5	km
US Personal Car		Personal Car - Variable Rate Distance	0.67	Mile
Canada Personal Car		Personal Car - Variable Rate Distance	0.70	km

Milage

Correct at published date Jun 2024.

Car Configuration Name	Criteria	Rate Type	Local Currency Rate	Unit
UK Company Car Mileage	Passenger Car	Personal Car	0.45	Mile
UK Company Car Mileage	Passenger Car	Personal Car - Variable Rate Passenger	0.05	Mile
UK Company Car Mileage	Electric	Company Car - Variable Rate Business	0.09	Mile
UK Company Car Mileage	Diesel: 1600cc or less	Company Car - Variable Rate Business	0.12	Mile
UK Company Car Mileage	Diesel: 1601cc-2000cc	Company Car - Variable Rate Business	0.14	Mile
UK Company Car Mileage	Diesel: Over 2000cc	Company Car - Variable Rate Business	0.19	Mile
UK Company Car Mileage	Petrol: 1400cc or less	Company Car - Variable Rate Business	0.13	Mile
UK Company Car Mileage	Petrol: 1401cc-2000cc	Company Car - Variable Rate Business	0.15	Mile
UK Company Car Mileage	Petrol: Over 2000cc	Company Car - Variable Rate Business	0.24	Mile
UK Personal Car Mileage	Bicycle	Personal Car - Variable Rate Distance	0.20	Mile
UK Personal Car Mileage	Car: Receives Allowance	Personal Car - Variable Rate Passenger	0.05	Mile
UK Personal Car Mileage	Car: Receives Allowance	Personal Car - Variable Rate Distance	0.25	Mile
UK Personal Car Mileage	Car: Receives Allowance	Personal Car - Variable Rate Distance	0.25	Mile
UK Personal Car Mileage	Motor Bike	Personal Car - Variable Rate Distance	0.24	Mile

Annex 2

Meal / Subsistence Allowance

Correct at published date Aug 2024.

The following is provided for guidance as to what an acceptable daily cost might be when travelling.

Region*	Currency	Evening Meal Only	Full Daily Guidance
UK	GBP	30	50
US - San Jose	USD	34	64
US - Austin	USD	29	74
Europe	EUR	35	55
Norway	NOK	360	600

Sweden	SEK	330	550
India	INR	2,400	4,000
Israel	ILS	145	240
Taiwan	TWD	1,200	2,000
South Korea	KRW	35,500	50,000
Japan	JPY	3,000	5,000

* For those regions not covered in the Meal / Subsistence table in this annex, the UK rates should be converted to local currency and applied.