



THE J.M. SMUCKER Co

## Travel and Expense Reimbursement Policy

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### 1. TRAVEL

1.1. If the contractual arrangements, as defined in an applicable Statement of Work, between the Service Provider and Smucker are such that Smucker is responsible for either payment or reimbursement of travel expenses, the Smucker expectation is that the expenses will not be greater than a Smucker employee would be reimbursed for similar travel. **UNLESS OTHERWISE AGREED TO IN WRITING BY SMUCKER, ALL RECEIPTS FOR TRAVEL EXPENSES MUST BE SUBMITTED TO SMUCKER NO LATER THAN 60 DAYS FROM WHEN THE EXPENSES WERE INCURRED. RECEIPTS MUST BE ITEMIZED FOR ALL PURCHASES, LISTING EACH FOOD, BEVERAGE, AIRFARE, HOTEL, CAR, OR OTHER ITEM PURCHASED.**

#### 1.2. Air Travel Guidelines - Fares

1.2.1. All Travelers traveling via air will utilize the coach class Lowest Fare Routing (“LFR”). LFR is the quoted logical lowest fare for the business trip which will provide savings, and:

- (a) Requires no more than one connecting flight each way,
- (b) Results in no more than two hours of total lay-over time ; and
- (c) Be within a two-hour time window of the requested departure time.

1.2.2. Traveler will have a choice of carrier and time providing the fare is within \$200 of LFR.

- (a) Advance planning and early reservations are absolutely necessary if air travel costs are to be kept to a minimum.

1.2.3. Ground Transportation – To and From Airport

- (a) The most cost effective mode of transportation should be used.
  - Personal vehicle
  - Bus, subway or airport shuttle
  - Rental cars
  - Taxi or ride share (Uber, Lyft)
- (b) Service Providers should share transportation when possible.
- (c) Off airport long-term parking should be used whenever possible for trips longer than 1 day.

#### 1.3. Rental Car Guidelines

1.3.1. Travelers are required to rent the most economical intermediate or smaller size rental cars under the policy. Upgrade to full size car when:

- (a) Four or more individuals will be utilizing the rental; or
- (b) The amount of cargo space in an economical intermediate or smaller size vehicle is insufficient.

1.3.2. Travelers are expected to share automobiles whenever practical.

1.3.3. Travelers may use their personal vehicles for business travel of up to 200 miles round trip. For car travel greater than 200 miles round trip, travelers are required to use a rental car. When a traveler uses his/her personal vehicle for business travel, they will be reimbursed at the prevailing IRS rate at the time of travel.

#### 1.4. Lodging Guidelines

- 1.4.1. A single room with private bath in a business class hotel/motel is the corporate standard. The traveler is expected to use good business judgment in the selection of a hotel/motel. Suite, luxury or concierge accommodations will not be reimbursed.
- 1.4.2. For extended projects, a hotel that offers larger rooms with a kitchen or kitchenette is permitted with prior approval.

#### 1.5. Meals and Incidentals

- 1.5.1. Meals and Incidentals will be reimbursed at a maximum of \$75 per day, including meal gratuity.

1.6. Smucker has access to preferred rates for air travel, hotels, and rental cars. Should the Service Provider not have access to similar rates, the Smucker Project Manager can assist in using the Smucker travel department for travel arrangements.

1.7. Non-Reimbursable Expenses – Smucker will not reimburse certain expenses including:

- Out-of-pocket expenses submitted more than 60 days after they were incurred
- Lost luggage and contents
- Baggage insurance and extra baggage charges (unless justified)
- Fees or dues for airline VIP clubs and hotel loyalty or frequent-stayer programs
- Air travel insurance
- Class of service upgrades
- The premium cost of first or business-class airfare or of luxury lodging (note: discount airfares should be used as reasonably available)
- Health club services, e.g. massages, manicures, personal trainers, etc.
- Personal travel expenses, including sundries or recreational reading
- Movies (in-flight and in-room movies)
- Laundry and dry cleaning (Laundry for extended projects longer than 10 days may be reimbursable with prior approval)
- Additional charges for late checkout or uncanceled reservations (unless justified)
- Vending machine purchases
- Mobile devices
- Any entertainment expense
- The cost of “in town” meals, transportation, etc.
- Fees for time spent traveling
- Limousines or private car services