

<b>Subject</b>	<b>Issue Date</b>	<b>Last Revision Date</b>	<b>Policy No.</b>
SUPPLIER TRAVEL & EXPENSE POLICY FOR EXTERNAL USE ONLY	5-7-18	11.1.2017	1.8.101

# SUPPLIER TRAVEL & EXPENSE POLICY

(*FOR EXTERNAL USE ONLY*)

Approved by:

Name: [Martina Hund-Mejean]

Title: Chief Financial Officer

# Supplier Travel & Expense Policy

## 1 INTRODUCTION

### 1.1 Purpose & Objective

The Mastercard Supplier Travel & Expense Policy ("T&E Policy") is an external policy that applies to Mastercard Suppliers.

The T&E Policy reimburses Suppliers for necessary and reasonable business-related travel and entertainment expenses incurred when doing business for Mastercard. The reimbursement is subject to the provisions of the Mastercard Statement of Work and further restrictions may be set by the business unit or regional offices.

### 1.2 Applicability & Scope

The T&E Policy applies to all Mastercard Suppliers. A supplier is defined as a third party providing goods and/or services to Mastercard, or directly to cardholders, customers or merchants on behalf of Mastercard.

### 1.3 Why this Policy is Important to Employees

This policy is important to employees because it ensures that only necessary and reasonable business related expenses are incurred by Mastercard.

## 2 POLICY DESCRIPTION

<b>2.1</b>	<b>Policy Statements</b>	<ul style="list-style-type: none"><li>• All travel costs incurred by the supplier must be booked in accordance with this policy and submitted to Mastercard along with appropriate receipts for reimbursement</li><li>• The T&amp;E Policy reimburses suppliers for necessary and reasonable business-related travel and entertainment expenses incurred when doing business for Mastercard</li><li>• All expenses must be paid for with an approved Mastercard form of payment to be eligible for reimbursement</li><li>• Maximum allowable expenses cannot exceed 10% of the overall project cost</li><li>• Coach class is authorized for all flights; business class is allowed on international travel of 8 hours or more</li><li>• Flights must be booked and ticketed in advance as per the following:<ul style="list-style-type: none"><li>○ Point of sale - North America – 14 days in advance of travel date for domestic and intracontinental itineraries, 7 days in advance for international itineraries</li><li>○ Point of sale - Europe – 7 days in advance of travel date</li></ul></li></ul>
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		<ul style="list-style-type: none"> <li>○ Point of sale - Middle East/Africa - 7 days in advance of travel date</li> <li>○ Point of sale - Asia Pacific - 7 days in advance of travel date</li> <li>● Taxi and/or car-share services (i.e. Uber and Lyft) are reimbursable</li> <li>● Personal vehicle mileage will only be reimbursed if total mileage is in excess of 200 miles / 322 kilometers (e.g. trip with total mileage of 240 miles / 386 kilometers results in 40 miles / 64 kilometers being eligible for reimbursement). Tolls and parking fees are reimbursable</li> <li>● In the U.S. and Canada, coach is the authorized class of rail travel. For all other locations, business class or first class is only allowed if pre-approved by an authorized Mastercard employee</li> <li>● Immediate or compact rental cars are authorized for those companies included in Mastercard's Preferred Car Rental Directory (Appendix B)</li> <li>● Lodging must be booked with hotels included in Mastercard's Preferred Hotel Directory (Appendix C). If there are multiple preferred hotels in a city, the supplier must choose the lowest cost option</li> <li>● Expenditures for meals should not exceed those rates set by the Business Travel News Corporate Travel Index (<a href="#">US per diems</a>; <a href="#">Non-US per diems</a>)</li> <li>● Reasonable laundry charges are authorized if the trip extends beyond five (5) business days</li> <li>● Supplier must use Mastercard's designated travel management company Carlson Wagonlit Travel (CWT) to book travel for Mastercard business in order to be reimbursed. Due to local constraints, MEA suppliers are exempt from using CWT.</li> </ul>
<b>2.2</b>	<b>Roles &amp; Responsibilities</b>	
<b>2.2.1</b>	<b>Sourcing &amp; Supplier Management (T&amp;E Policy)</b>	<ul style="list-style-type: none"> <li>● First line of defense; establish the T&amp;E Policy</li> <li>● Maintain the T&amp;E Policy</li> </ul>
<b>2.2.2</b>	<b>Managers Approving Supplier Business Travel or Spend</b>	<ul style="list-style-type: none"> <li>● First line of defense; communicate the T&amp;E Policy</li> <li>● Pre-approve reimbursable expenses in writing e.g. SOW</li> <li>● Approve expense documentation, ensuring exclusion of <b>Non-Reimbursable Expenses</b></li> </ul>

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2.2.3	<b>Suppliers Incurring Business Travel or Spend</b>	<ul style="list-style-type: none"> <li>• Submit expenses within thirty (30) days of occurrence, including any associated transaction fees.</li> <li>• Compliance with laws, regulations &amp; taxing authorities</li> <li>• Expense of \$25 USD or more requires original receipt</li> <li>• Submit expense report (date, amount, establishment, name/title of all parties, business justification, VAT identification); all additional hotel expenses outside of the lodging expense must be itemized separately</li> <li>• Suppliers must utilize CWT to secure the most economical and efficient means of travel. Due to local constraints, MEA suppliers are exempt from using the Mastercard travel management company</li> <li>• Long-term and extended stay properties should be utilized for long-term assignments (greater than 30 days)</li> </ul>
2.2.4	<b>GBSC</b>	<ul style="list-style-type: none"> <li>• Timely supplier payment via an approved Mastercard form of payment</li> </ul>
2.3	<b>Monitoring, Reporting &amp; Escalation</b>	<ul style="list-style-type: none"> <li>• Compliance with the T&amp;E Policy must be adhered to by the Business Owner who must ensure review of Supplier invoices and appropriate receipts prior to approval</li> <li>• Compliance with the T&amp;E Policy is subject to an audit at the discretion of Mastercard. Failure to comply with the T&amp;E Policy may result in termination</li> <li>• Mastercard employees and suppliers are encouraged to reach out to Sourcing &amp; Supplier Management with any questions</li> <li>• Reports of any ethically questionable behavior must be made using the Mastercard Ethics Hotline</li> </ul>
2.4	<b>Communication &amp; Training</b>	<ul style="list-style-type: none"> <li>• Guidance or interpretation of the policy will be provided by the Executive Vice President, Supply Chain and Corporate Services</li> <li>• The Sourcing &amp; Supplier Management Operations Team owns the process of communicating the T&amp;E Policy to suppliers</li> <li>• The manager approving supplier business travel or spend enforces this policy with the Supplier</li> </ul>

### 3 KEY POLICY INFORMATION

#### 3.1 Compliance

Any Mastercard supplier engaging in conduct in contravention to this policy will be subject to disciplinary action up to and including termination.

#### 3.2 Ownership, Review & Approval

This policy is owned by the Senior Vice President, Supply Chain and Corporate Services and must be reviewed for updates every 24 months.

## Supplier Travel & Expense Policy

### 3.3 Key Definitions

**Non-Reimbursable Expenses** – Mastercard will not reimburse suppliers for the following travel and entertainment expenses:

- Travel Expenses
  - T&E expenses for other Mastercard suppliers or Mastercard employees
  - First class travel
  - Alcoholic beverages
  - Flight & personal trip insurance
  - Black car service/limousine
  - Lost/damaged luggage, computer bags
  - Overweight baggage fees
  - In flight Wi-Fi expenses, air phone charges (except emergencies)
  - Upgrade/preferred seating charges
  - Business travel booked with frequent travel miles
  - Visa/Passport fees
  - Time in transit
  - Valet parking, parking fines, traffic violations
  - Five star/luxury hotels which are not included on Mastercard's Preferred Hotel Directory (Appendix C) or if not pre-approved by an authorized Mastercard employee.
- Business Expenses
  - Normal office expenses (phone, mobile phone, fax, photo copies, postage)
  - Software, cables, adapters, supplies
  - Business gifts
- Personal Expenses
  - Sightseeing, side trips
  - Toiletries, prescriptions, medicines, clothing
  - Daycare, babysitting, kennel fees
  - Personal credit card fees e.g. cash advances
  - Expenses for spouse/companion
  - Health/Fitness Center or Spa services

## Supplier Travel & Expense Policy

### 3.4 Cross References

#### 3.4.1 Policies

Supplier Engagement Policy, #1.8.101

Supplier Code of Conduct, #1.8.103

Travel & Entertainment and Corporate T&E Card Policy, #1.8.100

#### 3.4.2 Directories

CWT Contact List (Appendix A)

Mastercard Preferred Car Rental Agency (Appendix B)

Mastercard Preferred Hotel Directory (Appendix C)

#### 3.4.3 Operating Procedures

Not Applicable.

### 3.5 Version History

<u>Revision Number</u>	<u>Revision Date</u>	<u>Revision Description</u>
1.0	3/16/18	Revision

## Supplier Travel & Expense Policy

### APPENDIX A - CWT CONTACT LIST

AMERICAS		
Country	Phone	After Hours Phone
Argentina	5411-5555-2169	800-122-2980
Brazil	11-3491-2683	55-11-3147-8000
Canada	1-866-295-8034	506-862-5262
Chile	5622-374-7700	5622-374-7730
Colombia	571-323-9720	571-323-9729
Costa Rica	506-2205-7747	506-2205-7747
Ecuador	593-2-2505-244	593-3-501-890
Mexico	01-800-822-2604 (toll free); 52-55-241-5657	800-705-8400 (inside Mexico)
		888-521-5218 (from the US)
Panama	507-229-4490	593-2-602-4852
Peru	593-2-602-4852	511-610-1621
Puerto Rico	800-853-4233	800-777-7999
United States	800-853-4233	800-853-4233; 800-777-7999
Venezuela	58-212-850-6404	58-414-2773643

## Supplier Travel & Expense Policy

### APPENDIX A - CWT CONTACT LIST

APAC		
Country	Phone	After Hours Phone
Australia	612 8666 1854 / 1300 367 015	612 866 1854 / 1300 367 015
Bangladesh	00 88 02 8837484	00 8801672456740
China	400 678 6813 (within China)	400 678 6813 (within China)
	86 (0)21 2321 1136 (from abroad)	86 (0)21 2321 1136 (from abroad)
Hong Kong	852 2213 5720	852 2213 5720
India	020 67063396	1800 102 5669
Indonesia	6221 2954 5633	6221 2954 5635
Japan	03-5548-8163 (International reservation)	03-5548-8115
	03-5548-8504 (Domestic reservation)	
Korea	82 2 3700 9816	82 70 8233 0365
Malaysia	603 6286 6115	63 2 459 5832
New Zealand	09 9250 048	0800 435787
Pakistan	9221 34411104	9221 34135888
Philippines	Domestic: 632 8940886 ext 7240	632 459 5831
	International: 632 8940886 ext 7238	
Singapore	65 6505 4356	65 6505 4356
Thailand	6626851710	66 2685 1710 press 1 Mon-Fri 17:30 to 19:00
		66 2685 1710 press 8 ( (London after hours service) Mon-Fri after 19:00, Sat/PH after 12:00, Sun
Taiwan	886 2 2714 8872	886 0 0963 306 055 Mon - Fri , 18:00 - 22:00
		Sat/Sun/Holidays , 10:00 -22:00 44 20 3353 0957 (London after hours service)
Vietnam	84 (28) 3930 6617	84 938 561 899 Mon - Fri , 17:01 - 24:00 Sat, 12:01 - 24:00
		44 208 757 9000 (London after hours service)



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### APPENDIX A - CWT CONTACT LIST

EMEA		
Country	Phone	After Hours Phone
Austria	43 1 240601853	43 1 240601853
Belgium	32 2 258 88 12	32 2 258 88 12
Bulgaria	359 2 816 5 816	359 887 425 135
Croatia	385 1 4881 100	385 91 5272502
Czech Republic	420 225 376 784	420 225 376 784
Egypt	20(0)2 2292 8500	20(0)2 0100 114 33 02
France	33 1 77 53 9004	33 1 77 53 9004
Germany	49 (0) 69 153215504	49 (0) 69 153215504
Greece	30 2106509409	30 2106509409
Hungary	36 1 814 5884	36 1 814 5884
Ireland	353 12199632	353 12199632
Israel	972 3 5269592	972 3 5269550; 972 52 3575611
Italy	39 06 82075743	39 06 82075743
Kazakhstan	7 727 335 65 41	7 727 335 65 37
Kenya	254 (20) 3685 990 999	254 708 725 830; 254 731 719 222
Morocco	212522203051-56	44 (0) 20 8757 9000
Netherlands	31 202 000 072	31 202 000 072
Nigeria	234 (01) 4609790	234 (0) 8033670078
Poland	48 (0)22 5425462	48 (0)22 5425462
Portugal	351 21 3665483	351 21 3665483
Qatar	974 40315605	974 40315605
Romania	40 213046722	40 213046722
Russia	7 812 703 4285 Ext 4002	7 495 725 7888; 7 812 703 4285
Saudi Arabia	966 1 4648701; 966 1 4648702; 966 1 4648810	44 20 8757 9000
Serbia	381 11 3610250	381 62 212 653
South Africa	27 11 628 2300	27 (0)21 527 4447 (within South Africa)
		44 (0)20 8757 9000 (Outside South Africa)
Spain	34 (0)91 7249946	34 (0)91 7249946
Sweden	46 (0)87 341476	46 (0)87 341476
Switzerland	41 (0) 58 322 2867	41 (0) 58 322 2867
Ukraine	3 80444992454	44 208 757 9000
United Arab Emirates	+971 4 404 1579	+971 4 404 1579
United Kingdom	44 (0) 203 353 0586	44 (0) 203 353 0586

**Supplier Travel & Expense Policy**

**APPENDIX B - MASTERCARD PREFERRED CAR RENTAL AGENCY**

<b>Car Company</b>	<b>Car Category</b>
Avis	Intermediate or lower
Budget	Intermediate or lower

***All reservations must be made through Mastercard's designated Travel Agency.***

## Supplier Travel & Expense Policy

### APPENDIX C – MASTERCARD PREFERRED HOTEL DIRECTORY

(INFORMATIONAL PURPOSES – SUPPLIERS SHOULD CONTACT CWT FOR THE MOST CURRENT PROPERTIES AND PRICING)

Country	State	City	Hotel Name
Algeria		Algiers	Sheraton Club Des Pins Resort & Towers
Argentina		Buenos Aires	Hilton Buenos Aires
Australia	NSW	Sydney	Intercontinental Sydney
Australia	NSW	Sydney	Shangri La Sydney
Australia	NSW	Sydney	Marriott Sydney Harbour at Circular Quay
Australia	NSW	Sydney	Hyatt Regency Sydney
Australia	QLD	Brisbane	Hilton Brisbane
Australia	QLD	Brisbane	Sofitel Brisbane Central
Australia	QLD	Brisbane	Novotel Brisbane
Australia	VIC	Bendigo	Quest Schaller Hotel Bendigo
Australia	VIC	Melbourne	Intercontinental Rialto Melbourne
Australia	VIC	Melbourne	Sheraton Melbourne Hotel
Australia	WA	Perth	Four Points by Sheraton Perth
Azerbaijan		Baku	Autograph Collection Boulevard Hotel Baku
Azerbaijan		Baku	JW Marriott Absheron Baku
Bahrain		Manama	Westin Bahrain City Centre
Belarus		Minsk	Renaissance Minsk Hotel
Belgium		Brussels	The Hotel Brussels
Belgium		Brussels	Warwick Brussels
Belgium		Brussels	Sofitel Brussels Le Louise
Belgium		Brussels	Steigenberger Wiltcher's
Belgium		Waterloo	Martins Grand Hotel
Belgium		Waterloo	Martin's Waterloo
Belgium		Waterloo	Ibis Brussels Waterloo
Brazil		Brasilia	Mercure Brasilia Lider
Brazil		Brasilia	Melia Brasil 21
Brazil		Sao Paulo	Marriott Executive Apartments Sao Paulo
Brazil		Sao Paulo	Sheraton Sao Paulo Wtc Hotel
Brazil		Sao Paulo	Hilton Sao Paulo Morumbi
Brazil		Sao Paulo	Grand Hyatt Sao Paulo
Bulgaria		Sofia	Sofia Hotel Balkan, a Luxury Collection Hotel
Cambodia		Phnom Penh	Sofitel Phnom Penh Phokeethra
Canada	AB	Calgary	Courtyard Calgary Airport
Canada	BC	Vancouver	Hyatt Regency Vancouver
Canada	ON	Toronto	Marriott Toronto Bloor Yorkville Hotel

## Supplier Travel & Expense Policy

### APPENDIX C – MASTERCARD PREFERRED HOTEL DIRECTORY

Country	State	City	Hotel Name
Canada	ON	Toronto	Four Seasons Toronto
Canada	QC	Montreal	Renaissance Montreal Downtown Hotel
Chile		Santiago	The Ritz-Carlton Santiago
China		Beijing	The St. Regis, Beijing
China		Beijing	W Beijing Chang'An
China		Beijing	The Ritz-Carlton Beijing, Financial Street
China		Shanghai	Le Royal Meridien Shanghai
China		Shanghai	Pudong Shangri La
China		Shanghai	Ritz Carlton Shanghai Pudong
China		Shenzhen	Sheraton Shenzhen Hotel, Futian
China		Shenzhen	The Westin Shenzhen Nanshan
Colombia		Bogota	Hilton Bogota
Colombia		Bogota	BOG Hotel
Colombia		Medellin	NH Collection Royal Medellin
Costa Rica		San Jose	Intercontinental Real Costa Rica
Costa Rica		San Jose	Residence Inn San Jose Escazu
Cote D`Ivoire		Abidjan	Sofitel Abidjan Hotel Ivoire
Czech Republic		Prague	Hilton Prague Old Town
Czech Republic		Prague	Marriott Prague
Denmark		Copenhagen	Radisson Blu Royal Hotel, Copenhagen
Dominican Republic		Santo Domingo	Embassy Suites by Hilton Santo Domingo
Ecuador		Quito	JW Marriott Hotel Quito
Egypt		Cairo	Fairmont Nile City - Cairo
Egypt		Cairo	Conrad Cairo
El Salvador		San Salvador	Intercontinental Hotel Real San Salvador
France		Paris	Le Dokhans, a Tribute Portfolio Hotel, Paris
France		Paris	Plaza Tour Eiffel
France		Paris	Melia Paris Champs-Elysees
France		Paris	Le Meridien Etoile
Germany		Frankfurt	Holiday Inn Frankfurt Airport
Germany		Frankfurt	Steigenberger Airport Hotel Frankfurt
Greece		Athens	Periscope
Greece		Athens	Hilton Athens
Guatemala		Guatemala City	Intercontinental Guatemala
Hong Kong		Hong Kong	Renaissance Hong Kong Harbour View Hotel
Hong Kong		Hong Kong	Sheraton Hong Kong Hotel & Towers
Hong Kong		Hong Kong	Grand Hyatt Hong Kong
Hong Kong		Hong Kong	Crowne Plaza Causeway Bay

## Supplier Travel & Expense Policy

### APPENDIX C – MASTERCARD PREFERRED HOTEL DIRECTORY

Country	State	City	Hotel Name
Hungary		Budapest	Intercontinental Budapest
India		Bangalore	Vivanta By Taj Whitefield Bangalore
India		Bangalore	Igc Gardenia Bengaluru
India		Bangalore	Conrad Bengaluru
India		Bangalore	Vivanta By Taj M G Road Bangalore
India		Chennai	Crowne Plaza Chennai Adyar Park
India		Chennai	Aloft Chennai, OMR - IT Expressway
India		Gurugram	Trident, Gurgaon
India		Gurugram	Le Meridien Gurgaon
India		Gurugram	Crowne Plaza Hotel Gurgaon
India		Gurugram	Taj City Centre Gurugram
India		Mumbai	Taj Lands End Mumbai
India		Mumbai	Grand Hyatt Mumbai
India		Mumbai	Sofitel Mumbai BKC
India		Mumbai	Trident Bandra Kurla
India		Mumbai	JW Marriott Mumbai Sahar
India		New Delhi	Igc Maurya, New Delhi
India		Pune	Sheraton Grand Pune Bund Garden Hotel
India		Pune	Marriott Suites Pune
India		Pune	The Westin Pune Koregaon Park
India		Pune	Hyatt Pune
India		Pune	Conrad Pune
India		Pune	Crowne Plaza Pune City Centre
India		Vadodara	The Gateway Hotel Akota Gardens Vadodara
Indonesia		Cikarang	Holiday Inn Cikarang Jababeka
Indonesia		Jakarta	Fairmont Jakarta
Indonesia		Jakarta	Hotel Indonesia Kempinski Jakarta
Ireland		Dublin	The Westbury Hotel
Ireland		Dublin	Radisson Blu St Helens Hotel Dublin
Ireland		Dublin	The Merrion Hotel
Ireland		Dublin	Clayton Hotel Leopardstown
Israel		Tel Aviv	Crowne Plaza Tel Aviv City Center
Italy		Milan	Four Points By Sheraton Milan Center
Italy		Milan	Crowne Plaza Hotel Milan City
Italy		Rome	NH Collection Roma Vittorio Veneto
Italy		Rome	Valadier Hotel
Italy		Rome	Sofitel Rome Villa Borghese
Italy		Rome	Le Meridien Visconti Rome
Italy		Turin	Golden Palace Hotel

## Supplier Travel & Expense Policy

### APPENDIX C – MASTERCARD PREFERRED HOTEL DIRECTORY

Country	State	City	Hotel Name
Japan		Tokyo	Hyatt Regency Tokyo
Japan		Tokyo	Cerulean Tower Tokyo Hotel
Jordan		Amman	Intercontinental Amman Jordan
Kazakhstan		Almaty	The Ritz-Carlton, Almaty
Kenya		Nairobi	Villa Rosa Kempinski Nairobi
Kenya		Nairobi	Tribe Hotel
Korea, Republic Of		Seoul	The Westin Chosun, Seoul
Kuwait		Kuwait City	Four Points By Sheraton Kuwait
Lebanon		Beirut	InterContinental Phoenicia Beirut
Malaysia		Kuala Lumpur	Aloft Kuala Lumpur Sentral
Malaysia		Kuala Lumpur	Sheraton Imperial Kuala Lumpur Hotel
Mexico		Mexico City	Hyatt Regency Mexico City
Mexico		Mexico City	Intercontinental Presidente Mexico City
Mexico		Mexico City	Marriott Mexico City Reforma Hotel
Mexico		Mexico City	W Mexico City
Moldova		Chisinau	Radisson Blu Leograd Chisinau
Morocco		Casablanca	Sofitel Casablanca Tour Blanche
Myanmar		Yangon	Sule Shangri-La Yangon
Nepal		Kathmandu	Hotel Yak & Yeti
Netherlands		Amsterdam	Crowne Plaza Hotel Amsterdam South
New Zealand		Auckland	Sofitel Auckland Viaduct Harbour
New Zealand		Auckland	Pullman Auckland
New Zealand		Wellington	Intercontinental Wellington
Nigeria		Lagos	The Lagos Continental Hotel
Nigeria		Lagos	Radisson Blu Anchorage Hotel, Lagos VI
Peru		Lima	Swissotel Lima
Peru		Lima	The Westin Lima Hotel & Convention Center
Philippines		Makati	The Peninsula Manila
Philippines		Makati City	Makati Shangri-La, Manila
Philippines		Manila	Shangri-La Fort Manila
Poland		Warsaw	Intercontinental Warsaw
Poland		Warsaw	Hilton Warsaw Hotel And Convention Centre
Poland		Warsaw	Regent Warsaw
Portugal		Lisbon	EPIC SANA Lisboa Hotel
Qatar		Doha	W Doha Hotel and Residences
Qatar		Doha	Sheraton Grand Doha Resort & Convention Hotel
Romania		Bucharest	Radisson Blu Hotel Bucharest
Romania		Bucharest	Sheraton Bucharest Hotel
Russian Federation		Moscow	Intercontinental Moscow - Tverskaya
Russian Federation		Moscow	Marriott Moscow Royal Aurora Hotel

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### APPENDIX C – MASTERCARD PREFERRED HOTEL DIRECTORY

Country	State	City	Hotel Name
Russian Federation		Moscow	Ararat Park Hyatt Moscow
Saudi Arabia		Jeddah	Intercontinental Hotel Jeddah
Saudi Arabia		Riyadh	Intercontinental Hotel Riyadh
Serbia		Belgrade	Crowne Plaza Belgrade
Singapore		Singapore	Andaz Singapore
Singapore		Singapore	Intercontinental Singapore
Singapore		Singapore	Parkroyal On Beach Road
Singapore		Singapore	JW Marriott Singapore South Beach
Singapore		Singapore	The St. Regis Singapore
Slovakia		Bratislava	Sheraton Bratislava Hotel
South Africa		Cape Town	Protea Hotel African Pride 15 On Orange Hotel
South Africa		Cape Town	The Westin Cape Town
South Africa		Cape Town	Cape Town Marriott Hotel Crystal Towers
South Africa		Johannesburg	Protea Hotel Fire & Ice Johannesburg Melrose Arch
South Africa		Johannesburg	Protea Hotel African Pride Melrose Arch Hotel
Spain		Madrid	Eurostars Madrid Tower
Spain		Madrid	Hesperia Madrid
Spain		Madrid	Intercontinental Madrid
Spain		Madrid	NH Collection Madrid Eurobuilding
Sri Lanka		Colombo	Taj Samudra
Sri Lanka		Colombo	Hilton Colombo Hotel
Sri Lanka		Colombo	Cinnamon Grand Colombo
Sweden		Stockholm	Sheraton Stockholm Hotel
Taiwan		Taipei	Grand Hyatt Taipei
Taiwan		Taipei	Shangri La Far Eastern Plaza
Thailand		Bangkok	Sofitel So Bangkok
Thailand		Bangkok	Intercontinental Bangkok
Thailand		Bangkok	Grand Hyatt Erawan Bangkok
Tunisia		Tunis	Sheraton Tunis Hotel & Towers
Turkey		Istanbul	Ciragan Palace Kempinski Istanbul
Turkey		Istanbul	Le Meridien Istanbul Etiler
Ukraine		Kiev	Hilton Kiev
United Arab Emirates		Dubai	Radisson Blu Hotel, Dubai Media City
United Arab Emirates		Dubai	Pullman Jumeirah Lakes Towers Hotel
United Arab Emirates		Dubai	The Westin Mina Seyahi Beach Resort
United Arab Emirates		Dubai	The Address Dubai Marina
United Arab Emirates		Dubai	Kempinski Hotel Mall Of The Emirates
United Arab Emirates		Dubai	Grosvenor House, a Luxury Collection Hotel, Dubai
United Kingdom		Edinburgh	Malmaison Edinburgh

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### APPENDIX C – MASTERCARD PREFERRED HOTEL DIRECTORY

Country	State	City	Hotel Name
United Kingdom		Harrogate	Crowne Plaza Harrogate
United Kingdom		Knutsford	Cottons Hotel & Spa
United Kingdom		London	citizenM Hotel Tower of London
United Kingdom		London	Fraser Place Canary Wharf
United Kingdom		London	Marriott London West India Quay Hotel
United Kingdom		London	Novotel London Canary Wharf
United Kingdom		London	DoubleTree by Hilton London - Docklands Riverside
United Kingdom		London	Radisson Blu Edwardian New Providence Wharf Hotel
United Kingdom		London	Hilton London Tower Bridge Hotel
United Kingdom		London	Grange Tower Bridge Hotel
United Kingdom		London	Hilton London Canary Wharf Hotel
United Kingdom		London	Hilton London Green Park Hotel
United Kingdom		London	Pullman London St. Pancras
United Kingdom		London	InterContinental London - The O2
United Kingdom		Peterborough	Marriott Hotel Peterborough
United Kingdom		Watford	Jurys Inn Watford
United Kingdom		Welwyn	Tewin Bury Farm Hotel
United States	CA	Burlingame	Crowne Plaza Burlingame
United States	CA	Redwood City	Pullman San Francisco Bay
United States	CA	San Francisco	Hilton San Francisco Union Square
United States	CT	Greenwich	Delamar Greenwich Harbor Hotel
United States	DC	Washington	The Westin Washington Dc City Center
United States	FL	Miami	JW Marriott Miami
United States	FL	Miami	Aloft Miami Brickell
United States	FL	Miami	Conrad Miami
United States	FL	Miami	EAST Miami
United States	FL	Miami	Hyatt Centric Brickell Miami
United States	GA	Atlanta	Renaissance Atlanta Midtown Hotel
United States	IL	Chicago	Sofitel Chicago Magnificent Mile
United States	MA	Boston	Nine Zero Hotel
United States	MI	Detroit	The Westin Book Cadillac Detroit
United States	MI	Troy	Hilton Garden Inn Detroit-Troy
United States	MO	Chesterfield	Hyatt Place St Louis Chesterfield
United States	MO	Chesterfield	Drury Plaza Hotel Chesterfield
United States	MO	Kansas City	Hilton Kansas City Airport
United States	MO	O'Fallon	Holiday Inn Express Hotel & Suites O'Fallon MO
United States	MO	O'Fallon	Residence Inn St. Louis O'Fallon
United States	MO	O'Fallon	Hilton Garden Inn St. Louis / O' Fallon
United States	MO	O'Fallon	Staybridge Suites O'Fallon/Chesterfield



## Supplier Travel & Expense Policy

### APPENDIX C – MASTERCARD PREFERRED HOTEL DIRECTORY

Country	State	City	Hotel Name
United States	MO	St Peters	Courtyard St Louis St Peters
United States	MT	Billings	DoubleTree by Hilton Billings
United States	NC	Winston-Salem	Marriott Winston-Salem
United States	NE	Omaha	Doubletree By Hilton Omaha Downtown
United States	NY	New York	Sanctuary Hotel New York
United States	NY	New York	Hyatt Union Square
United States	NY	New York	W New York
United States	NY	New York	Grand Hyatt New York
United States	NY	New York	Cambria Suites Chelsea
United States	NY	New York	Walker Hotel Greenwich Village
United States	NY	New York	Hotel Hayden
United States	NY	New York	Dream Downtown
United States	NY	New York	Cambria Hotel and Suites
United States	NY	Rye Brook	Hilton Westchester, NY
United States	NY	West Harrison	Renaissance Westchester
United States	NY	White Plains	Crowne Plaza Hotel White Plains-Downtown
United States	NY	White Plains	The Ritz-Carlton New York Westchester
United States	NY	White Plains	Residence Inn White Plains Westchester County
United States	NY	White Plains	HYATT house White Plains
United States	NY	White Plains	Cambria Suites White Plains
United States	OH	Cincinnati	The Westin Cincinnati
United States	TX	Irving	The Westin Dallas Fort Worth Airport Hotel
United States	TX	Irving	HYATT house Dallas Las Colinas
United States	TX	San Antonio	Hilton Garden Inn San Antonio at the Rim
United States	TX	San Antonio	Omni San Antonio Hotel
United States	VA	Arlington	The Westin Arlington Gateway
United States	VA	Arlington	Hilton Arlington
United States	VA	Richmond	Hilton Richmond Hotel & Spa/Short Pump
Uruguay		Montevideo	Hyatt Centric Montevideo
Vietnam		Hanoi	Sofitel Legend Metropole Hanoi
Vietnam		Hanoi	Hilton Hanoi Opera Hotel
Vietnam		Ho Chi Minh City	Sofitel Saigon Plaza