TriNet USA, Inc.
Non-Employee Travel & Expense Policy

As of August 2025

1.0 GENERAL PROVISIONS

1.1 Non-employee definition – includes, Consultants, Contractors, Suppliers, Vendors, Job Candidates etc. Anyone who is not an employee of TriNet USA Inc. but travels on behalf of TriNet USA.
1.2 All non-employees must obtain prior written approval of expenses from TriNet USA, Inc. ("TriNet") in order to receive reimbursement.
1.3 Non-employees must submit a Non-Employee Expense Reimbursement Form (see attached), along with original receipts or scanned copies of original receipts for all expenses to their TriNet hiring manager. Requests for reimbursement must be submitted within 30 days of the expenses being incurred.
1.4 All travel arrangements for non-employees should be made as far in advance as possible, preferably four to six weeks to secure the best ticket price.
1.5 Non-employees are to make their own travel arrangements.
1.6 Non-employees are required to use their personal credit cards for all expenses.

2.0 AIRLINE/RAIL TRAVEL

2.1 For both Domestic and International air travel seating should be booked as non-refundable in economy/coach class.
2.2 If a non-refundable ticket goes unused, the ticket must be applied to other TriNet travel.

3.0 GROUND TRANSPORTATION

Each traveler should consider and use the appropriate means of ground transportation which makes most economical sense. Airport/hotel shuttles, Uber or Lyft should be utilized for short distances and whenever available.

3.1 Vehicle Rental

3.1.1 Non-employees may only rent a vehicle if they have received pre-approval from their TriNet sponsor.
3.1.2 If renting a vehicle, non-employees must rent a standard or economy class vehicle.
3.1.3 TriNet has negotiated agreements with preferred car rental agencies (Enterprise, National). Car rentals can be booked with TriNet's discount code: XZ78211.
3.1.3 Fuel charges for rental vehicles should be included on the same report as the actual charge for the rental.

3.2 Use of Non-Employee's Personal Vehicle

3.2.1 TriNet reimburses non-employees driving their own vehicles for business use to and from the airport and for business meetings. Tolls and parking will be reimbursed, and mileage will be reimbursed at the current rate published by the Internal Revenue Service (IRS). Gas is included in the mileage allowance and should not be expensed separately.

3.2.2 TriNet will reimburse for tolls and parking expenses when accompanied by receipts, as applicable.
3.2.3 If an employee uses their personal vehicle for business travel, insurance documents, tags and license must be up to date.
3.2.4 Your personal insurance will be responsible for the damage to your own vehicle as well as the liability for damage to other individuals' vehicles or property and/or the injuries sustained by others in the accident.
3.2.5 TriNet will not reimburse for any fines, parking tickets, or traffic violations while on Company business, nor will we reimburse for car washes, or vehicle maintenance.

4.0 HOTEL ACCOMMODATIONS

4.1 Non-employees traveling on TriNet business may select standard rooms in business hotels.
4.2 TriNet will reimburse non-employees for other reasonable expenses they incur while on TriNet business. Expenses may include, but are not limited to, bellhop tipping, hotel concierge services and daily hotel health club fees.
4.3 Hotels charges – please provide a fully paid hotel bill showing a zero balance due.

5.0 MEALS AND OTHER EXPENSES (All receipts MUST be itemized)

5.1 TriNet will reimburse non-employees for reasonable meal expenditures up to $100.00 per day
5.3 Itemized receipts are required for the following expenditures:

5.3.1 All meals, regardless of dollar amount.

6.0 SUBMISSION OF EXPENSES FOR REIMBURSEMENT

6.1 Non-employees must fully execute the Non-Employee Expense Reimbursement Form (see attached) and email it, along with original receipts or scanned copies of original receipts for all expenses, to aimee.busch@trinet.com
6.2 The reimbursement form is required to be submitted within 30 days of the expenses being incurred.
6.3 Itemized receipt for hotel charges, car rentals and meals are required.
6.4 Once the appropriate department has received, reviewed and approved the Non-Employee Reimbursement Form, it must be submitted to the Accounts Payable Department for payment processing.
6.5 Payments will be issued within 30 business days of receiving the form and will be mailed to the address indicated on the form.
6.6 Any incomplete forms or out of policy submissions will be sent back to the requesting department to resolve and resubmit to Accounts Payable.
6.7 – Missing Receipts - If a receipt is misplaced, every effort should be made to obtain a copy. For missing receipts, a Missing Receipt Certification Form will be required when submitting expense reports. Please email aimee.busch@trinet.com for this form. Once completed, the form must be attached to the corresponding expense report as a receipt.

7.0 NON-REIMBURSABLE EXPENSES

7.1 The following list identifies expenses that are not reimbursable:
7.1.1 Any personal trip insurance, including, but not limited to, air travel insurance.
7.1.2 Personal entertainment during travel (i.e. airline headsets, movies, sporting events).
7.1.3 Membership fees to hotel or airline clubs.
7.1.4 Membership fees to professional clubs or societies.
7.1.5 Membership fees to credit cards.
7.1.6 Purchase of baggage or clothing
7.1.7 Recreational or entertainment activities, including, but not limited to, theatre, personal amusements, side trips, tours and transportation while on trips.
7.1.8 Personal reading material or services.
7.1.9 Subscriptions.
7.1.10 In-room hotel movies.
7.1.11 Baby-sitting fees.
7.1.12 Pet-sitting fees.
7.1.13 Gifts, including, but not limited to, flowers.
7.1.14 Donations.
7.1.15 Recognition awards or gifts.
7.1.16 Training costs, unless approved in advance by TriNet.
7.1.17 Traffic fines or court costs.
7.1.18 Repairs, maintenance, and car wash for owned or rented vehicles.
7.1.19 Lost or stolen personal property while on business.
7.1.20 Personal medical expenses covered by a Consultant's medical insurance plan.
7.1.21 Toiletries
7.1.22 Alcohol
7.1.23 Hotel in-room mini-bar
7.1.24 Phones or internet services
7.1.25 Extended Stays

Note: Questions regarding this policy should be directed Aimee.Busch@trinet.com.