



## Candidate Travel Policy

Safeway is very excited to have you advance in our interview process and we look forward to meeting with you in person. This document outlines our guidelines and procedures for travel expenses incurred by any Safeway candidate as part of the interview process.

Acceptance of the Safeway travel policy is required in order to be reimbursed for interview expenses. If you have a question, please contact the Recruiting Coordinator at least 24 hours prior to your travel; otherwise, it is assumed you accept the terms of this policy.

### Candidate Responsibility

Candidates are responsible for complying with this travel policy. Safeway assumes no obligation to reimburse candidates for expenses that are not directly related to the interview process or are not in compliance with this policy. Candidates who do not comply with this travel policy may be subject to delay or withholding of reimbursement.

### Receipts

Candidates must maintain receipts for all purchases they are submitting for reimbursement. Copies of the receipts must be submitted within 7 days of your interview date in order to receive reimbursement. As a reminder, the Internal Revenue Service suggests maintaining a copy of your expense reports and receipts for at least 7 years.

### Emergency / En-Route Changes

Candidates may use the toll-free emergency travel phone number for changes from 6 pm to 8 am PST only – 800-322-8330. This number also appears on your itinerary. Air, hotel or car reservation emergency change requests requiring additional charges must have prior authorization from Safeway Retail Talent Acquisition.

### Air Travel Expenses

Airline arrangements are made and paid directly by Safeway. Upgrades are permitted at the candidate's personal expense and are not reimbursable.

### Lost or Excess Baggage

Safeway will not reimburse for baggage fees nor for personal items lost while traveling for interviews. The ultimate responsibility for retrieving and compensating for lost baggage lies with the airlines.

### Hotel Expenses

All hotel arrangements will be made and paid directly by Safeway, but candidates are required to present a valid credit card upon check-in to cover non-reimbursable incidentals (refer to non-reimbursable items). Safeway is not responsible for charges to the hotel room above and beyond the room rate and taxes. Upgrades and additional nights will be at the candidate's personal expense and are not reimbursable, unless approved by a Safeway Retail Talent Acquisition representative.



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### Telephone and Internet Access Expenses

Safeway is not responsible for telephone or internet access expenses incurred while traveling for interviews.

### Transportation and Rental Car Expenses

Safeway will reimburse the candidate, at the current Internal Revenue Service standard mileage rate, for mileage incurred above 50 miles one-way to or from the airport, as well as any highway tolls. Safeway will reimburse the candidate up to \$15 per day for airport parking expenses. Candidates will not be reimbursed for any traffic violations, accidents, or repairs to their personal or rental car, even if these costs result from interview travel.

Rental car arrangements will be made and directly paid by Safeway. Rental cars secured by Safeway must NOT be used for personal travel. Safeway will only pay rental expenses incurred for travel directly related to the interview process (travel from the airport to the interview destination, hotel, nearby restaurants, and back to the airport). Every reasonable effort must be made to return the rental car:

- ◆ To the original rental city unless specified for a one-way rental;
- ◆ Intact (i.e. no bumps, scratches, or mechanical failures);
- ◆ On time to avoid additional hourly charges;
- ◆ With a full tank of gas (Safeway encourages you to refuel the vehicle prior to returning to the rental car agency and expensing the fuel cost).

If you are involved in an automobile accident while interviewing with Safeway that causes: damage to another vehicle; damage to your rental car; bodily injury to yourself or your passenger(s), a pedestrian, or the occupants of another vehicle; or if your rental car and/or its contents are stolen, you should:

1. Not admit liability.
2. Notify the local police and obtain a copy of the police report if one is written.
3. If there is no police report, note the following things: name, badge number and department of the investigating police officer; time and location of the accident; estimated speed of the vehicle(s); visibility; traffic, road and weather conditions; other driver's name, address, phone number, driver's and car license numbers, registration and insurance information; the names addresses and phone numbers of any witnesses; description of damage to car and other property; extent of injuries, if any.
4. Call the car rental agency even if the damage does not appear visible.
5. Obtain the names, addresses and vehicle information from other drivers and vehicles involved; note the time and location of the accident; and record the names, telephone numbers and vehicle licenses of any witnesses.
6. Fill out a rental car accident form even if the damage does not appear visible (usually located in the glove box of the rental car). Failure to fully complete the rental company accident form voids the loss damage waiver and other protections.
7. Notify Safeway Retail Talent Acquisition to report the accident so that the appropriate company claim can be processed.



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### **Personal Meal Expenses**

Candidates will be reimbursed for personal meal expenses according to actual and reasonable costs up to a daily amount of \$25 (including beverages, tax, and gratuity). Meals for spouses or friends are not reimbursable. Alcoholic beverages are not reimbursable. As a general rule, candidates should not tip more than they would on a personal trip (15-20%).

### **Safeway Contact & Expense Reimbursement**

For any questions or to seek reimbursement, please contact or submit your receipts within 7 days of travel to: [military.recruiting@safeway.com](mailto:military.recruiting@safeway.com).



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### Non-Reimbursable Expenses

There are expenses Safeway will not reimburse including but not limited to:

- Airline upgrade certificates
- Alcohol or mini-bar charges
- Baby-sitting and child care
- Barber, hair stylist, manicurist, shoe shine, and other grooming costs
- Briefcases and luggage
- Clothing
- Frequent flyer award tickets
- Free flight, hotel, or car rental coupons
- Gambling losses
- GPS
- Hotel upgrades
- Laundry or dry cleaning charges
- Loss/theft of cash, money, personal funds, or property, including baggage
- Massage and other spa charges
- Magazines, books, or newspapers
- Medical bills incurred during travel
- Optional travel, trip, flight, or baggage insurance
- Parking tickets
- Personal aircraft or non-approved aircraft charter expenses
- Personal credit charge card fees and interest charges
- Personal entertainment including:
  - Movie, videos, or DVD rentals including in flight or in hotel room
  - Movie theatre tickets
  - Earphones in flight
- Pet-boarding expenses
- Rental car upgrades
- Repairs to vehicles
- Souvenirs or personal gifts
- Sports and Social Club (golf, country, tennis clubs) dues and memberships
- Supplemental rental automobile insurance including but not limited to:
  - CDW (Collision Damage Waiver)
  - LDW (Loss Damage Waiver)
  - PAI (Personal Accident Insurance)
  - PEC (Personal Effects Coverage)
  - LIS (Liability Insurance Coverage)
  - ALI (Additional Liability Insurance)
- Toiletries
- Traffic, speeding, and parking tickets
- Travel expenses for other individuals, including spouses
- Valet parking