



**POST HOLDINGS, INC. VENDOR**  
**EXPENSE POLICY**  
(Updated 04/01/2021)

**Section 1 – Expense Reimbursements**

**1.0- General**

This policy provides guidelines to be followed by all vendors of Post Holdings, Inc. and its subsidiaries and affiliates (“Post” or “Company”) in requesting reimbursement for travel, meals and other business-related expenses. All vendors, as professional are expected to use best business judgment and acting as a fiduciary for Post. For purposes of expense reimbursements, including without limitation any pre-approved business expenses as discussed below all expenses forwarded should have been preapproved and should abide by these guidelines. Expenses outside this policy are not reimbursable. For purposes of this policy, a “vendor” includes third party organizations (and their employees) who provide business services to Post and self-employed contract employees or consultants.

**The following principles apply to requests for expense reimbursements:**

- When spending money that is to be reimbursed, vendors must ensure that Post receives proper value in return.
- Personal expenditures reported or reimbursement should be billed exactly as they were incurred. The use of averages for any type of expenditure or combination of expenditures is not permitted except as specifically provided or documented in a written agreement between Post and the vendor.
- Every vendor and Post employee who certifies or approves the correctness of any voucher or bill should have reasonable knowledge the expense and amounts are proper and reasonable. In the absence of the adoption of such policy, or existing contractual agreements, these guidelines are considered the minimum requirements for requesting reimbursement of Company funds.
- Deviations from this policy must be approved in advance and in writing by the sponsoring manager or an officer of Post.
- Receipts will be requested and reviewed for any unusual or out of the ordinary expenses or where the approver cannot make reasonable determination of the propriety of the invoice without a receipt.
- All insurance for vendors is the responsibility of the vendor's employer. Post is not responsible for providing insurance coverage.

**Section 2 - Responsibilities**

Post’s sponsoring managers will ensure that they cover this policy with vendors prior to the vendors incurring any expenses. Vendors and their sponsoring Post managers are responsible for clarifying any questions or uncertainties they may have relative to reimbursable business expenses.

It is mandatory that financial transactions are recorded in a timely manner. Out -of-pocket business expense(s) for vendors that are not submitted for reimbursement within 90 calendar days from the date incurred are considered non-reimbursable. Company managers who are responsible for approving reimbursable expenses of vendors should ensure they are submitted and approved in a timely manner.

## **Section 3 - Travel**

### **3.1 - Travel Policy**

Vendors must first consider the feasibility of using videoconferencing or teleconferencing as an alternative to travel. Travel that is not reimbursed by Post should be incurred only as necessary and pre-approved by Post (unless otherwise authorized in a written agreement).

Post reserves the right to dispute any expense submittal and if not verifiable as valid may reject reimbursement. Reimbursements will be made to a vendor only after expenses are verified as valid.

### **3.2 - Travel Expense Reimbursement**

Vendor travel expenses incurred for Post business are reimbursable only as specified in these guidelines. Vendors traveling on behalf of Post must pay with their own credit card. Travel expenses may include the following:

- Transportation (airfare or other commercial transportation, car rental, personal auto mileage, taxi and shuttle service)
- Meals and lodging
- Parking and tolls
- Tips/porter service (if necessary and reasonable)

Vendors who stay with friends or relatives or other vendor employees while on a Post business trip will not be reimbursed for lodging, nor will they be reimbursed for expenditures made to reciprocate their hospitality by buying groceries, being host at a restaurant, etc.

The expense must be ordinary and necessary, not lavish and extravagant, in the judgment of the Post sponsoring management. Any reimbursement request must be for actual expenditures only.

### **3.3 - Hotel and Travel Arrangements**

Vendors should make reservations at a Post preferred hotel or travel arrangement whenever possible. Regardless of whether a vendor uses their own corporate travel program or Post's travel program, room rates should not exceed preapproved, reasonable rates for the travel situation at issue. The Post sponsoring manager can provide additional information regarding any available corporate rates for cities where rates typically exceed this limit.

Expenses for staying in a private home (e.g., family, friends, or at a vendor's personal residence) in lieu of hotel costs are not reimbursable.

Vendors must indicate the number of room nights on the transaction line when invoicing for reimbursement of hotel expenses. Copies of all hotel bills must be made available for any invoice containing lodging charges.

### **3.4- Use of Personal Vehicle**

When use of personal vehicle is required, the current federal approved mileage rate for miles driven for the business portion of the trip should be the maximum used to determine the amount to be reimbursed.

**3.5 - Business Meals (Travel and Non-Travel)**

As a general rule, vendors are expected to use reasonable and fiduciary judgement when purchasing meals. This includes all meals, beverages and refreshments purchased during the day. Requests for reimbursement should break out the amount for meals and list the related number of travel days. If breakfast is offered as part of the hotel accommodation rate, no additional reimbursement will be permitted for breakfast. Vendors may not submit expenses to cover meals or expenses for a Post employee, whether in a home location or on official travel.

All questions regarding the Vendor Expense Policy should be sent to [procurement@postholdings.com](mailto:procurement@postholdings.com).

**Vendor Expense Policy**  
**Acknowledgement**

I acknowledge that I have received and reviewed the Post Holdings, Inc. Vendor Expense Policy. I understand that any and all expenses I incur as a vendor for Post-related business and travel will be subject to the terms and conditions set forth in this Policy. I further understand that deviations from this Policy, to the extent permitted by the Policy, without the express written approval of the Post sponsoring manager may result in rejection of my reimbursement request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Post Sponsoring Manager

\_\_\_\_\_  
Date