

# PROTOCOL AGREEMENT FOR SUBCONTRACTOR TRAVEL AND EXPENSE CLAIMS

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This Protocol Agreement (the "Agreement") is entered into and made effective as of \_\_\_\_\_, by and between:

**Primary Contractor:** \_\_\_\_\_ ("Contractor"), and

**Subcontractor:** \_\_\_\_\_ ("Subcontractor").

## 1. Purpose & Scope

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This Agreement defines the mandatory protocols and guidelines governing the reimbursement of business travel and related expenses incurred by the Subcontractor during the performance of services under the master services agreement dated \_\_\_\_\_. Only pre-authorized, reasonable, and documented expenses necessary for the execution of the services will be considered for reimbursement.

## 2. Pre-Approval Requirements

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All travel and major expenses must be pre-approved in writing by the Contractor prior to being incurred. The Subcontractor shall submit a written travel and expense estimation to \_\_\_\_\_ at least \_\_\_\_\_ business days prior to the planned travel date. Expenses incurred without prior written authorization will not be eligible for reimbursement.

## 3. Eligible and Ineligible Expenses

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Subject to pre-approval, the following guidelines apply to expense categories:

- **Airfare:** Limited to economy class only. Bookings must be made at least \_\_\_\_\_ days in advance unless otherwise approved.
- **Lodging:** Standard single room rates not to exceed \_\_\_\_\_ per night, exclusive of local taxes, unless otherwise authorized.
- **Meals:** Reimbursed based on actual expenses up to a maximum daily cap of \_\_\_\_\_ (or per diem if specified: \_\_\_\_\_). Alcohol is strictly non-reimbursable.
- **Ground Transportation:** Standard public transit, rideshare, or rental vehicles up to mid-size class. Mileage for personal vehicle use will be reimbursed at the rate of \_\_\_\_\_ per mile/km.
- **Ineligible Expenses:** Personal services, entertainment, laundry (unless travel exceeds 5 consecutive days), fines, parking tickets, and expenses for spouses or travel companions.

## 4. Documentation and Submission Protocols

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To receive reimbursement, the Subcontractor must comply with the following submission protocol:

- a. **Submission Deadline:** All expense claims must be submitted within \_\_\_\_\_ calendar days of incurring the expense or completing the travel.
- b. **Receipts:** Original, itemized receipts must be attached for all expenses exceeding \_\_\_\_\_. Credit card statements or non-itemized receipts are not acceptable as sole proof.
- c. **Expense Report Form:** Subcontractors must use the Contractor's designated expense template and detail

the business purpose of each expense.

## 5. Payment Terms

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Approved expense claims will be processed and reimbursed within \_\_\_\_\_ days of receipt of a complete and undisputed expense report containing all required supporting documentation. Disputed line items will be withheld from payment, while the undisputed portion of the claim will be processed in accordance with these terms.

## 6. Term and Amendment

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This Agreement remains in effect concurrently with the master services agreement. Any modifications, updates, or deviations from this protocol must be agreed upon in writing and signed by authorized representatives of both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Protocol Agreement as of the date first written above.

**For Primary Contractor:**

**For Subcontractor:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_