

## **We get the world going by supporting the causes our employees care about through the Matching Gifts program**

### **Program Overview**

Expedia, Inc. believes in supporting our employees' acts of giving by matching employee contributions to the organizations you contribute to. Expedia will match employee contributions to eligible 501 (c)(3) organizations and educational institutions dollar for dollar, up to \$5,000 annually per employee. The matching benefit operates on a calendar year and is reset January 1.

### **Employee Eligibility**

All US-based and Canada-based Expedia, Inc. part and full-time employees who have been with the company for at least three months are eligible to participate in Expedia's matching gifts program. Employees may make a contribution of money to a nonprofit organization immediately upon commencement of employment, but the matching contribution will not be made by Expedia until the employee has completed three months of employment at Expedia.

International employees, alumni, interns, co-ops, temporary employees, vendors, and contractors are currently not eligible for the matching gifts program.

### **Financial Contribution Requirements**

- Expedia will match cash, personal check, credit card, or stock donations.
- Contributions by eligible employees must be made as personal gifts of \$25 or more. Matching gift requests which are less than \$25 will not be processed.
- Contributions must be sourced from the eligible employee's personal funds.
- Contributions must be actually paid, not merely pledged before they are matched.
- Financial donations must have been made by the employee within the previous 12 months in order to qualify for a matching gift.
- In general, a matching gift is deducted from the charitable matching allowance of the year the donation was made, unless the donation is received after January 31, in which case the match is charged to the current calendar year allowance.

### **Eligible Organizations and Institutions**

Expedia's Matching Gifts Program is designed to honor the diversity of employee giving by supporting a broad spectrum of organizations and institutions. Thousands of nonprofit organizations are eligible. The program requires that the organizations be located in the United States or one of its possessions and be registered with the Internal Revenue Service as a tax-exempt, designated public charity under Section 501(c)(3) of the Internal Revenue Code or as an instrumentality of a federal, state or local government as provided by Section 170(c)(1) of the code. Organizations located in Canada that follow equivalent country guidelines for charitable organizations are also eligible.

### **Eligible organizations include:**

- Degree-granting Educational Institutions:
- Private and public colleges and universities;
- Two-year colleges;
- Graduate and professional schools;
- Technical and specialized schools;
- Seminaries and theological schools;
- Public and privately supported elementary and secondary schools;
- Tax-exempt alumni funds, foundations, and Parent Teacher Associations whose exclusive purpose is the support of these educational institutions;
- Civic, arts and culture, health and human service agencies, and environmental organizations;

- Social service or community programs provided by religious or faith-based organizations when the following conditions are met:
  - The group is a registered 501c3 non-profit organization;
  - The programs or services are offered to eligible participants without regard to their faith or willingness to participate in religious activities; and
  - The group ensures that company contributions do not fund religious activities such as worship or proselytization.

#### **Ineligible Contributions:**

- Gifts made in lieu of tuition payment for services;
- Fees for service or tuition payments;
- Membership fees or dues for which benefits are received;
- Subscription fees for publications;
- Unpaid pledges;
- Insurance premiums;
- Gifts to or from donor advised funds;
- Gifts to private foundations or charitable gift funds;
- Bequests or life income trust arrangements;
- Gifts of real or personal property;
- Gifts or payments to political organizations;
- Gifts to religious or sectarian programs for inherently religious purposes (including but not limited to religious worship or proselytization);
- Gifts to Churches, Synagogues, Mosques, Ministries, other houses of worship or religious organizations unless for specific social programs that meet the criteria identified above.
- Funds donated from others to support walk-a-thon and other like events.

#### **Application Process**

1. Make a contribution to an eligible organization (see above)
2. Log-on to the Expedia matching gifts system.
3. Complete the online matching gift request form.
4. When you've completed and submitted your matching gift request, print a copy of the Gift Coupon and retain for your records. Expedia will verify your eligibility for our program, and will also verify the eligibility of your organization
5. Your job is done!

#### **Please note:**

- Do not submit a receipt or any other paperwork. Expedia will contact your organization directly to verify your donation.
- You do not need to submit eligibility information for your organization. Expedia will verify eligibility against a national database of 501(c)(3) and educational institutions.
- Matching gift requests are only accepted via the online application, requests via paper forms cannot be processed.
- Expedia does not accept requests directly from organizations.

#### **Payment Process and Schedule**

1. Expedia verifies your eligibility and the eligibility of the organization
2. Expedia notifies the organization of your matching gift request and requires the organization to verify your contribution

3. On a quarterly basis, Expedia processes the approved matching gift requests. The approximate check distribution schedule is April, July, October and January.
4. Employees will receive an email confirmation when the matching funds have been sent.
5. Employees may view their matching gift history by logging in to the matching gifts system.

**Please note:** The timeframe for distribution is dependent on the date of your match request as well as the responsiveness of the organization. If an organization delays verification of your gift, or submission of their W9 tax form when necessary, the payment may be held until the next quarterly payout.

**Disclaimer**

The Matching Gift program is an employee benefit. Expedia, Inc. reserves the right to interpret and administer the program, and may suspend, amend, or discontinue the program at any time. Expedia, Inc. also reserves the right to determine whether any gift complies with the program guidelines, is consistent with its goals and/or will be matched.