

SUPPLIER T&L EXPENSE POLICY

I. SCOPE. This Supplier Travel and Expense Policy applies to Supplier and Supplier Personnel traveling on Company-related business with regard to travel and living ("T&L") expenses. Company will reimburse Supplier's reasonable and necessary T&L expenses incurred in the conduct of Company business (or as otherwise permitted by this policy).

II. SUBMISSION AND APPROVAL REQUIREMENTS. Supplier's associates are expected to submit expense reports to Supplier in accordance with Supplier's company guidelines. Designated Company Project Managers will receive periodic (but not less than monthly) statements from Supplier in order to review and approve the appropriateness of trips and reasonableness of expenses for each Supplier associate. All T&L expenses are to be invoiced to Company with no markup, and separately itemized. Receipts are required for all T&L expense items of \$25 or more. Any exceptions to the requirements set forth in this Company Supplier Travel and Expense Policy require pre approval from the designated Company Project Manager.

III. TRANSPORTATION

Air Travel

- Suppliers are required to fly economy class for all flights, regardless of duration.
- Supplier is expected to take the lowest reasonable fare available.
- Supplier personnel may retain credits from frequent flyer programs. However, travel plans, routing requirements, etc. to accommodate frequent flyer programs should not result in additional expense to Company nor require an increase in travel time during regularly assigned working hours.
- The cost of upgrading an airline ticket to another class is not reimbursable.
- Many airlines now charge for either the first or second item of baggage checked. Baggage fees are reimbursable; however, Supplier is expected to minimize the occurrence of these fees and only check the fewest bags possible. Additional checked baggage as required for business needs is also allowed provided that Supplier follows Company business team guidance and laws and airline regulations for shipping equipment, tools and/or merchandise.
- Many airlines charge for meals and snacks. Meal fees are generally reimbursable.
- Other ancillary fees charged by airlines for optional services are considered personal charges and may not be submitted as T&L. Examples of these include, but are not limited to, fees for early boarding, assigned seats, preferential seating (aisle, window, exit or other rows), class of service upgrades, and in-flight entertainment.

Ground Transportation

- Use hotel/airport shuttle services when practical.
- For car rental, take the lowest rate, considering necessary requirements.
- Book the smallest rental car practical for traveler's purpose.
- When using a personal vehicle, Supplier will be reimbursed at current IRS (or other applicable standard) rate per mile, which covers depreciation, insurance, and gas.
- Company will reimburse taxi, bus, shuttle or train fare to Company's offices.

IV. LIVING, MEALS AND OTHER EXPENSES

Lodging

- Cancellation of Reservations - It is the Supplier's responsibility to be sure that guaranteed hotel reservations are cancelled as soon as possible if they will not be used. Itineraries should be checked for the required cancellation time. If cancellations are made directly with the hotel, a cancellation number must be requested. It is important to have a record of this number to refute erroneous "no-show" billings.

Personal Meals

- Meals are reimbursable provided the Supplier associate is on Company business away from the Supplier associate's normal place of business, and there is an overnight stay.
- On a day trip, meals eaten while working in excess of normal business hours, or necessary to complete a specific project, are reimbursable.

Other Reimbursables

- Gratuities for bellhop, taxi, meals, etc.
- Highway tolls and parking fees.
- Laundry and dry-cleaning services, if the associate is away for five consecutive days.
- Telephone and telecom (Internet or wifi) for Company-related business use – avoid expensive mobile phone roaming charges and local or long-distance charges from hotels, and limit Internet access fees when possible.
- Prior-approved expenses incurred in the production of Company-related work.

General Guidelines

- If applicable, make your own travel reservations and when possible schedule meetings to allow for travel during off-peak hours.
- Take the "best buy" airfare recommended.
- Book tickets as early as possible. Preferably 21 days in advance.
- Use teleconferencing and/or videoconferencing in lieu of travel wherever possible to minimize travel costs.
- Minimize number of associates taking same trip.
- Consider non-refundable fare for frequent trips to the same location.
- Consider staying over on Saturday night to obtain lower airfare (Company will reimburse hotel and meal costs if the total cost is lower).

V. EXPENSES NOT REIMBURSABLE. The following items are considered to be of a personal nature and therefore are not reimbursable by Company.

- Membership fees for airline, hotel, rental vehicle and frequent flyer clubs.
- Any fees or costs associated with membership in a private club.
- Incremental costs of double-occupancy over single-occupancy rates for a spouse, family member or other guest (unless in connection with a Company event where Company has agreed in advance to pay guest- related travel expenses).
- Hotel charges associated with cancellation, where reasonably prudent actions were not taken to avoid such charges.
- Air flight and other travel insurance.
- Meals provided or other gifts given to family or friends whose residence is used "*in-lieu-of*" a hotel during a business trip.
- Parking tickets/traffic violations.
- Roadside assistance or auto club memberships.
- Personal reading materials and entertainment or recreation items (e.g., newspapers, magazines, books, movies).
- Personal expenses incurred in employee's absence (e.g., lawn care, snow removal).
- Membership in health clubs and associated fees (except for fees charged by hotels for use of fitness center by hotel guests).
- Lost airline ticket application fees.
- In-room movies during hotel stays or charges for in-flight movies on airlines.
- Charges for barbershops, beauty salons, massages, shoeshine or similar items.
- Purchase of clothing, toiletries or medicines (except for preventative medicines, immunizations, and anti-malaria supplies required for travel to specific areas by another Company policy or governmental agency recommendation).
- Adult entertainment.

VI. UNUSUAL EXPENSES. In the event there are valid business reasons to incur expenses not reimbursable under these guidelines, these expenses may be reimbursed with written approval. Review the unusual circumstances with the Company project manager in advance.