

## **REIMBURSEMENT POLICY for Domestic Travel and Subsistence Expenses**

Unless Company specifically authorizes otherwise in writing, if an Order specifies that Company be responsible for certain of Supplier's travel and subsistence-related expenses in addition to the cost of services, then Company shall reimburse Supplier for such reasonable expenses that are actually and necessarily incurred by Supplier in connection with the performance of services, subject to the following:

- a) all Domestic travel-related expenses must be arranged by Company's designated travel agency;
- b) airfares will be reimbursed at the lowest rate available not to exceed coach fares;
- c) automobile mileage will be reimbursed in accordance with the then current IRS Rulings and Regulations for actual miles traveled;
- d) automobile rental charges will be reimbursed at actual cost not to exceed the rate charged for a standard mid-sized vehicle;
- e) lodging will be reimbursed at actual cost; provided, however, that standard rooms be rented at hotels within the Company Preferred Hotel Program, or when no such hotel is available, a standard business-centric hotel and room(s) be utilized;
- f) meals will be reimbursed at actual cost not to exceed \$50.00 per day per person; and
- g) telephone, fax, and mail postage charges will be reimbursed at actual cost substantiated by third party invoices provided they are necessary for the performance of services and, that under no circumstances, will personal telephone calls, faxes, or mail be reimbursed by Company

### **Non-reimbursable Expenses**

In accordance with Company's standard policies and procedures, the following are types of expenses for which Company will not reimburse, unless expressly agreed to in a prior writing by the Parties:

- First class air travel
- Add-on costs with respect to outside services
- Mark-up on the work product of outside professionals, including by not limited to freelancers
- Presentations for new business
- Gifts to Company employees
- Entertainment of Company employees
- Mark-up on out-of-pocket expenses
- Any other non reasonable, non business related expense.

Note: This list sets forth the major items for which Company will not reimburse Supplier and is meant to be merely illustrative and not exhaustive. All Supplier expenses shall be reviewed with respect to the reasonableness of such expenses.

### **International Travel**

Unless Company specifically authorizes otherwise in writing, if an Order specifies that Company be responsible for certain of Supplier's international travel and subsistence-related expenses, then Company shall reimburse Supplier for such reasonable expenses that are actually and necessarily incurred by Supplier in connection with the performance of Services, subject to the following:

- a) all travel must be arranged by Company's designated travel agency. A list of approved travel agencies should be requested from Company prior to any international travel.
- b) Preferred airlines are selected for a number of reasons primarily revolving around meeting the policy requirement of securing the lowest logical airfare. We aim to achieve this with our airline partners through negotiated discounts that reduce the ticket cost and ensure the lowest logical airfare is on a preferred supplier. Travelers should book the lowest logical airfare even if it is not on a preferred airline.
- c) Select/accept the lowest logical cost option that meets business requirements
- d) Business class travel for international flights in excess of 6 hours in duration
- e) automobile mileage will be reimbursed in accordance with the then current IRS Rulings and Regulations (for US) and other appropriate governmental regulations for all other geographies for actual miles traveled;
- f) automobile rental charges will be reimbursed at actual cost not to exceed the rate charged for a standard mid-sized vehicle;
- g) lodging will be reimbursed at actual cost; provided, however, that standard rooms be rented at hotels within the Company Preferred Hotel Program, or when no such hotel is available, a standard business-centric hotel and room(s) be utilized. Agencies will be knowledgeable of Company's agreement with preferred hotels.
- h) reasonable costs for actual meal and business meeting expenses shall be reimbursed when supported by receipts (as governed by relevant tax jurisdictions); telephone, fax, and mail postage charges will be reimbursed at actual cost substantiated by third party invoices provided they are necessary for the performance of Services and, that under no circumstances, will personal telephone calls, faxes, or mail be reimbursed by Company.