

# Consultant / Vendor Travel and Expense Policy

## GENERAL

It is the policy of the Company to reimburse only those approved expenses that are identified in this document. The Company's designated travel agency (the "Travel Office") arranges for airline, car rental, hotel, and rail and must be used for all travel of this type unless otherwise approved by the Company in writing and in advance.

An original itemized receipt for all expenses of \$50 or greater must be submitted to the Company with expense submissions, including itemized meal receipts, must show the number of people served, date, itemized order detail, and the amount of the expense approved out-of-pocket expenditures. A receipt for multiple persons must identify the name(s) of all persons in attendance, and the business purpose.

## AIR TRAVEL

All domestic and international air travel will be arranged in Coach (economy) Class, utilizing the lowest logical airfare, unless otherwise authorized. Air / rail tickets will be charged to the Consultant/Vendor's charge card. The original e-ticket invoice and boarding pass receipt(s) (when applicable) must be attached with expense submission.

It is the Consultant/Vendor's responsibility to notify the Travel Office of any cancellations. Any fees associated with cancellations that are not at the Company's request will be the responsibility of the Consultant/Vendor.

Reservations should be made at a minimum of 14-21 days in advance unless Company request is less than that time period.

Reimbursement will be authorized for the 1st checked bag when a fee is charged by the airline and accompanied by a receipt with expense submission.

## AIRPORT PARKING

Parking on site at the airport will be reimbursed when travel is limited to two days or less. When travel exceeds two days the use of discount or offsite parking should be utilized. Reservations may be made through The Parking Spot: <http://www.theparkingspot.com/Promotions/CorporateHome.aspx?CCode=PURD2610>. Charges should be applied to Consultant/Vendor's charge card.

## CELLULAR PHONES

Reasonable and customary calls for Company business purposes will be reimbursed with submission of a cellular phone bill that shows both the account owner and the call detail.

## DRIVING VS. AIR TRAVEL

The Consultant/Vendor will be reimbursed for business usage of his/her personal car at the standard IRS rate that is in effect at the time of travel. If the Consultant/Vendor chooses to drive to his/her business destination instead of flying, the Consultant/Vendor will be reimbursed for actual business miles driven or the total cost of air travel including parking and associated ground transportation costs, whichever is less, when authorized and the costs have been benchmarked by the Corporate Travel Department in advance of the trip. The Consultant/Vendor should contact the Corporate Travel Department (203-588-7585) to obtain written authorization of the maximum allowable reimbursement.

## DESIGNATED TRAVEL OFFICE – RESERVATION & PAYMENT PROCEDURES:

### ➤ **In General (unless an exception below applies):**

The designated Travel Office is Egencia, which offers service 24/7/365 via phone, mobile, and online.

- A completed, approved "Non-Employee Notification of Travel" form must be submitted by a Company representative for each Consultant/Vendor (and their employees) to request an Egencia traveler account, to enable access to book travel arrangements.

- A "Create your Egencia user account today" e-mail from *teamagents@egencia-email.com* will be sent to the Consultant/Vendor. This email will prompt the Consultant/Vendor to create his/her account. Upon creation an e-mail request to approve the account application is automatically sent to the Company.
- The Company will finalize the application/traveler account setup and once approved, the Consultant/Vendor will receive a "Welcome to Egencia" e-mail with a link to create his/her personal password to log into the system, and may proceed to book travel as required.

➤ **Exception A. Speakers presenting at Product Theaters:**

Specific written direction from the Company or a 3rd Party Vendor concerning information on the program and the designated Travel Office the Consultant/Vendor will use, and how to secure travel arrangements will be provided when a Statement of Work is signed and received by the Company. The following will apply:

The designated Travel Office must be utilized for all travel arrangements. The Company will pay directly for the airfare, rail and ground transportation charges as applicable. The Travel Office will reserve hotel and ground transportation (when applicable) for you. Hotel and other reimbursable business expenses will be paid by you and then reimbursed by the Company with appropriate documentation.

➤ **Exception B. Non-Product Theater Speaker Travel, Speaker Training and Advisory Board Meeting Travel:**

Specific written direction from the Company or a 3rd Party Vendor concerning information on the program and the designated Travel Office the Consultant/Vendor will use, and how to secure travel arrangements will be provided when a Statement of Work is signed and received by the Company. The following will apply:

The designated Travel Office must be utilized for all travel arrangements. The Company or Designated 3<sup>rd</sup> Party Vendor will pay directly and secure airfare, rail, hotel, and ground transportation (when applicable). Taxi services or other incidental charges will be paid by you at the time charges are incurred, and then reimbursed by the Company with appropriate documentation.

**GROUND TRANSPORTATION**

Consultant/Vendor employees should use the most economical mode of transportation to and from airports, rail terminals, hotels and business destinations (e.g., personal car, taxi, airport shuttle service, etc.).

Mileage for personal car use will be reimbursed at the standard IRS rate that is in effect at the time of travel.

If approved by the Company, Consultant/Vendor employee will have use of a rental automobile at their destination. Use of a rental automobile is in the Company's sole discretion and is only approved when other forms of transportation are impractical, more expensive or not available, or if the destination is more than 200 miles round trip.

Individuals will receive a mid-size car. Full size will be used if there are four (4) or more travelers riding together. Consultant/Vendor employees are to return the rental car with a full tank of gas or the amount of gas as when the car was provided. Company does not reimburse for refueling charges by the car rental company, unless the rental will consume the majority of the tank of gas and pre-purchase of the gas becomes cost-effective.

Company does not reimburse Consultant/Vendor for Rental Car insurance coverage, and does not reimburse for any personal insurance coverage. Notwithstanding the foregoing, LDW (Loss Damage Waiver) and Accident Liability Insurance (minimum statutory limit) Rental Car insurance covering third party bodily injury and third party property damage will be provided if the Travel Office is able to utilize the Company's preferred rental car vendor and receive the Company's corporate rate. It is the Consultant/Vendor's sole responsibility to (1) verify if the rental car vendor is the Company's preferred vendor and if so, that the car been reserved using the corporate rate, (2) decide the adequacy of any minimum statutory limit of LDW and Accident Liability Insurance provided and to pay for additional limits if deemed necessary in the Consultant/Vendor's sole discretion. For all other occasions, it is recommended that Consultant/Vendor purchase through the rental car vendor or otherwise arranges for, through a personal auto insurance policy, adequate limits of Accident Liability Insurance, as well as Collision, Comprehensive, Fire and Theft insurance coverage when renting a vehicle.

**LODGING**

Business Class and Limited Service hotel accommodations must be used when making hotel arrangements. All room reservations must be made for a standard guest room not upgraded room categories. Additional charges for upgraded rooms to executive floors, concierge levels or suites will not be reimbursed. Deluxe hotels are not to be utilized. Deluxe chains include, but are not limited to, Four Seasons, JW Marriott Hotels & Resorts, Luxury Collection Starwood Hotels & Resorts, Mandarin Oriental, and Ritz Carlton Hotels & Resorts.

Reasonable, modest and necessary laundry and dry cleaning services will be reimbursed for trips of more than five (5) business days.

Charges for mini-bar, in-room movies/games, personal items (e.g., toiletries, magazines, aspirin, etc.) and health club/fitness center access fee charges will not be reimbursed.

**MEALS**

Company will reimburse for meal expenses (breakfast, lunch, and dinner) actually incurred during business travel. Meals should not exceed \$90 per day, including gratuity. Room service may be used within these cost guidelines.

An original itemized receipt must be obtained for all meals charges \$50 or greater showing the number of people served, date, itemized order detail (e.g., food and beverages), and the amount of the expense, however a receipt must be obtained for any Healthcare Professional ("HCP") expense regardless of the amount.

**RAIL**

All Amtrak reservations are to be booked through the Travel Office. Travelers from the NY/NJ area to Boston, Philadelphia and Washington D.C. may take advantage of Amtrak's Metroliner Service and Acela, using standard coach fares or Amtrak's Business Class Service. This option should be chosen when the use of the train proves to be cost effective and an efficient use of business time. E-tickets are issued as a standard and emailed to the traveler upon completion of purchase from the Travel Office.

If a Metro-North or other local commuter train multi-ride pass is purchased, the Traveler may expense the pro rata share of the expense for the specific date of travel only (one-way or round trip).