

SUPPLIER TRAVEL AND EXPENSE REIMBURSEMENT POLICY

Genesis agrees to reimburse all reasonable and necessary travel and/or expenses ("T&E") incurred pursuant to this policy as a result of Supplier performing the Services. T&E for which Supplier seeks reimbursement must be pre-approved in writing by Genesis and must be submitted to Genesis within 60 calendar days from the date incurred with appropriate records and supportive detail (e.g., written receipts for costs in excess of \$10 USD; explanation of cost, date, attendees, location, reason).

Air - Domestic: Irrespective of the airline or flight time, Supplier is expected to book the least expensive airline ticket available at the time of booking. Supplier will travel by economy class on all US-domestic flights and all flights to or within Canada and Mexico. Genesis may preapprove payment for travel time in its sole discretion, but in no event shall any time exceed six (6) hours per day. Fees related to air travel changes may be accepted by Genesis on its case-by-case determination. Unused air tickets or airfare credit belongs to and must be promptly reported to Genesis.

Air - Outside USA: Irrespective of the airline or flight time, Supplier is expected to book the least expensive airline ticket available at the time of booking. Unless otherwise pre-approved in writing by Genesis, Supplier will travel economy class on all flights to foreign countries. Genesis may preapprove payment for travel time in its sole discretion, but in no event shall any time exceed eight (8) hours per day. Fees related to air travel changes will be accepted by Genesis on its case-by-case determination. Unused air tickets or airfare credit belongs to and must be promptly reported to Genesis.

Automobile - Personal: Reimbursable at the mileage rate allowed for Genesis employees. Accidents, theft, or damage must be immediately reported to Genesis and the auto rental company (and if a collision, to the local police also and photographs should be taken of the vehicle and scene and must be promptly submitted to Genesis).

Automobile - Rental: Reimbursable for mid-size or smaller car rental charges.

Other Transportation: Reimbursable for other transportation costs (bus, train, parking fees, tolls, etc.)

Lodging & Meals: Reimbursable where Genesis has agreed in advance writing upon a daily per diem cap. Genesis shall not be responsible for no-show reservation guaranteed for late arrival and not canceled.

Non-Reimbursable Expenses:

Except where approved in advance writing by Genesis, the following are not reimbursable: traffic fines or driving violations; parking violations; air travel insurance or optional rental car insurance; spouse or child accommodations or travel; personal items not related to the Services (e.g., books, magazines, movies, games, cigarettes, tickets to events, health club fees, spa services); annual fees for private credit cards or auto club cards; damaged private property; private gifts to colleagues; canteen service for private parties (including food and drinks); babysitting; kennel fees; hotel reservation upgrades; airline seat upgrades; non-safety related clothing; extra time incurred due to any delays caused by force majeure related-events or acts of God; dry cleaning/laundry; valet charges; rental car damage/cleaning fees; time and travel to or from a Supplier's residence/lodging and place of business/location of Services.