

EXPENSES THAT DEVIATE FROM THIS POLICY WILL NOT BE REIMBURSED UNLESS EXPERIAN HAS APPROVED SUCH EXCEPTIONS IN WRITING.

In the event travel is required and approved in writing by Experian, reasonable and necessary travel related expenses actually incurred in connection with the performance of the Services shall be reimbursed as follows:

All travel expenses, along with receipts and any other supporting documentation requested by Experian, shall be submitted to Experian for reimbursement within 60 days of the date incurred or final billing for the Services, whichever is earlier.

Transportation - Air Travel

- A. Supplier will make a reasonable effort to book reservations at least 7 - 21 days in advance of travel whenever possible in order to take advantage of lower airfares available with advance purchases.
- B. First class airfare is not reimbursed by Experian. Supplier will use "coach" or "economy" accommodations for all travel and are required to select the lowest usable fare ("LUF") which allows Supplier to achieve Experian's business objectives. Lowest Usable Fare is defined as the lowest available fare on flights which depart or arrive within a one hour time period before or after the traveler's required departure or arrival time. An explanation must be provided by the Supplier to Experian upon submission of reimbursement if the actual fare used exceeds the LUF. If the fare difference is \$250 or more, Supplier must get verbal or written approval from the Experian sponsoring department prior to ticketing or the difference will not be reimbursed. Upgrades using frequent flyer miles or upgrade stickers are allowed only if upgrade is at no additional cost to Experian.
- C. Non-refundable tickets should be utilized when it is sensible to do so. Non-refundable tickets and/or applicable change fees will not be reimbursed if a trip is changed or canceled and the ticket cannot be re-used for Experian-related business. Lost ticket application fees will not be reimbursed. Charges for travel insurance shall not be reimbursed.
- D. Movies purchased during air travel will not be reimbursed.
- E. In-flight phone calls will not be reimbursed unless extraordinary circumstances exist.

Meals, Hotel, and Ground Transportation

- A. Time spent in travel shall not be deemed to be compensable time. Suppliers shall only be compensated for actual time worked.
- B. Reimbursement for the business use of a personal automobile will be at the current rate published by the Internal Revenue Service. This reimbursement will not exceed the amount that the traveler would have spent had air travel been used (including appropriate ground transportation from point of origin to destination). A quote of the lowest logical airfare must be obtained from the Experian designated travel agency, and should accompany the reimbursement request.
- C. Supplier should utilize the most cost-effective mode of transportation for the destination. Ground transportation will be reimbursed for shuttle, bus, taxi or car rental subject to this Policy. Commercial shuttle services or hotel transportation to and from the airport should be used whenever possible. Taxi services should be used only if such other transportation is not available, not reasonable or in emergency situations. Use of chauffeured automobiles (town cars, limousines) will not be reimbursed.
- D. If renting a car, Supplier shall obtain the most economical intermediate or small sized rental cars. Upgrades to full size cars are allowed when three or more Supplier employees are traveling together in the same vehicle. Before using rental cars, consideration should be given to the use of free courtesy service, shuttles or taxi service between airports and places of business. Travelers shall use commercially reasonable efforts to refuel the car before returning the car to the rental agency. Supplier's car insurance applies. It is Supplier's sole responsibility to obtain and maintain appropriate levels of auto insurance. Experian will not reimburse for any auto insurance costs. Parking, cab, gas and toll expenses will be reimbursed to the extent that they are necessary and reasonable. Fines for parking, traffic violations or towing charges will not be reimbursed.
- E. Subject to the limits specified herein, Experian will reimburse reasonable lodging expenses actually incurred. However, lodging expenses will not be reimbursed at a rate greater than the prevailing commercial rates in effect within a reasonable distance from the destination location. Suppliers shall stay in standard rooms. Upgrades to higher level rooms are permitted provided there is no additional cost to Experian. No-show charges incurred by failing to cancel unused hotel reservations will not be reimbursed.
- F. Out-of-pocket costs of meals, including tax and tip, shall not exceed a maximum of U.S. sixty dollars (\$60) per day. Alcohol and other expenses of a personal nature (e.g. shop purchases, sundry items, toiletries, hotel movies etc.) will not be reimbursed and all amounts and taxes for such purchases will be deducted by Supplier from any

reimbursement requests or invoices presented to Experian. If a hotel is utilized that offers free breakfast, additional breakfast expenses will not be reimbursed.

Miscellaneous

- A. Other Expenses. Other expenses will be reimbursed only if such expenses are authorized in writing by the Experian representative responsible for reimbursing the expenses prior to incurring such expenses.
- B. Receipts. expenses over \$75 require a receipt. If receipts are missing: Please submit a missing receipts form or with the exception of Transportation, Lodging and meals expenses, a copy of the AMEX statement showing the charge may be submitted.
- C. Local Travel. Experian shall have no responsibility to reimburse any local travel expenses, including mileage reimbursement for commuting expenses. For the purposes of this policy, the term "local" shall mean within normal commuting distance of the designated Services location (i.e. less than fifty (50) miles (door to door) from the designated Services location to Supplier's office or Supplier personnel's residence).
- D. Spousal/partner travel costs and expenses will not be reimbursed.