

ESHC TRAVEL POLICY FOR SUPPLIERS, CONTRACTORS AND CONSULTANTS

All Suppliers, Contractors and Consultants (“Suppliers”) who are contracted by ESHC to provide product or services are required to comply with ESHC’s travel policy. Suppliers may book through their own agency or use ESHC’s agency in order to receive ESHC’s discounted rates. Authorization to make travel arrangements through the Company-designated travel agency must be obtained through your ESHC contact that can assist in with guidance on booking travel. Exceptions to the policy are permitted only with prior written approval.

Air & Rail Travel

To minimize expenses, Suppliers are required to adhere to the following guidelines when requesting and booking air and rail transportation:

- To obtain the best rates, flights must be booked at minimum of (14) days in advance. Reservations made outside of these guidelines must be pre-approved in advance by ESHC.
- It is against ESHC’s policy to incur a higher fare for the purposes of obtaining an upgrade or frequent flyer points.
- Lowest fare within a 2 hour window of requested departure time will be offered by travel agent; schedules should be flexible to take advantage of lower cost flights.
- ESHC will only reimburse for coach class rail tickets.

Hotels

ESHC has contracted rates at select hotels near ESHC offices. Suppliers who are billing their lodging expenses back to ESHC are required to use these hotels when traveling to an ESHC location. Check with your ESHC representative or the Company-designated travel agency to obtain the list of hotels and request ESHC’s rate when making your reservation.

- ESHC will reimburse for lodging if the destination is more than 100 miles from your regular work location

Meals

Reasonable costs for meals are considered reimbursable provided that they do not exceed the GSA Per Diem rates for the specific city where the costs were incurred. Original receipt amounts not to exceed 3 meals per day. Meals will not be reimbursed in the traveler’s home city unless the arrival time in the destination city does not permit the meal to be consumed at a reasonable time. **Meals will not be reimbursed for Suppliers who are working in their home city.** Guidelines for domestic daily expenses can be located at: <http://www.gsa.gov/portal/content/104877>

Rental Cars

Rental car size	Intermediate car class should be reserved unless more than 4 people are sharing a car.
Vehicle refueling	Fill fuel tank prior to returning car to rental company. Fuel service option must not be requested and is not a reimbursable expense.

Non-Reimbursable Expenses

Non-reimbursable items include but are not limited to the following:

- Airline upgrades or premium seating
- Movies
- Itinerary changes due to personal reasons
- Reward / Club Memberships
- Limousine service / Car service
- Alcoholic beverages
- Lost luggage & personal items
- Inflight Wi-Fi expenses
- Daycare or babysitting
- Entertainment
- Valet parking
- Travel/Transportation Time
- Cell Phones / Hotel Phone charges
- Hotel no shows
- Honor bar
- Navigation System in rental car
- Traffic & parking fines
- Fitness Center
- Spa Services
- Baggage fees
- Parking fines / traffic violations
- Kennel Fees
- Currency conversion fees
- Snacks
- Tolls

Expense Reporting

Accurate expense documentation must be itemized to ensure compliance with ESHC's travel policy. All expense documentation must be attached to the Suppliers invoice requesting reimbursement of such expenses. Expenses of US \$25.00 or more require an original receipt. This documentation shall include:

- Date, amount, and place of incurred expense
- Name and title of each person
- Business justification for the expense

Please note that failure to provide this information may result in delay of payment or costs being deemed non-reimbursable. Items not specifically stated herein as being covered shall not be reimbursable.

