

## 1. TRAVEL (Clause F-2.1) (September 3, 2014)

Travel must be authorized by Buyer and/or performed at Buyer's request. All travel expenses on this purchase order shall be reimbursed in accordance with the allowable expense guidelines called out below. Seller shall take advantage of travel discounts offered to Federal Contractor employee travelers when use of such discounts would result in lower overall trip costs and the discounted services are reasonably available to Honeywell Federal Manufacturing & Technologies, LLC subcontractors.

In order to be reimbursed for travel expenses, Seller shall provide an expense report approved by the designated Buyer's representative and include receipts for lodging, airfare, car rental, rental car gas, parking fees, and shuttle expense, if any. Seller does not provide receipts for food and incidental expenses

All elements (airfare, lodging, etc.) of a single travel event must be completed before invoice submittal occurs. Invoicing for all cost elements of a single trip on one (1) invoice is mandatory. Buyer has the right to reject any nonconforming invoice.

Seller shall obtain Federal Travel Regulations billing rate guidelines at <http://www.gsa.gov>, noting that lodging rates, in particular, may vary over a 12 month period in certain destinations.

Allowable expenses are as follows:

### FOLLOWING ITEMS REQUIRE SUBMITTAL OF RECEIPTS:

**Airfare:** Round trip, coach or economy class reimbursed at cost. This includes check baggage fees and fees to check equipment necessary to perform work under contract.

**Lodging:** Reimbursed at cost, not to exceed 120% of the maximum allowed per Federal Travel Regulations for the appropriate lodging location. (Any amount over the maximum allowed above, if not approved in advance by the Buyer, is not billable.)

Note: The meal portion of MIE must be applied to any hotel mini/bar/food purchase.

**Car Rental:** Reimbursed at cost:

- o Actual rental cost for mid-size (intermediate) or smaller car. (Insurance fees/charges are not the responsibility of Honeywell FM&T and are not billable.)
- o Actual rental car gasoline purchase(s).
- o If Seller is required by site officials to rent other than an intermediate car or smaller (including any size truck), Seller shall obtain Buyer approval prior to rental and provide Buyer with documentation of rental rate.

**Parking:** Reimbursed at cost:

- o Long term parking fees at departure airport.
- o Rental car parking fees, if any.

**Shuttle:** Reasonable shuttle service fees will be reimbursed at cost in lieu of mileage and parking fees.

### FOLLOWING ITEMS DO NOT REQUIRE SUBMITTAL OF RECEIPTS:

**Meals and Incidental Expenses:** Reimbursed based on maximum per diem rate for business location per Federal Travel Regulations: Incidental Expense examples include use of hotel copiers, print center charges, internet access charges, WiFi charges, phone calls, Laundry, dry Cleaning, movies obtained through hotel network, taxes on food purchase and all tips:

- o 75% for first and last days of travel.

- o 100% for all full work days.

Mileage: Reimbursed at rate allowed per Federal Travel Regulations for travel from:

- o Home or office to airport, and
- o Airport returning to home or office.

SPECIAL TRAVEL CIRCUMSTANCES:

On a case by case basis, Buyer and Seller will negotiate any potential obligation for Buyer to reimburse Seller personnel under special travel circumstances. These include, but are not limited to:

- o Flight cancellation by airline, for any reason
- o Weather delays contributing to any portion of Seller scheduled travel
- o Seller personnel electing to change airline travel such as earlier arrival/earlier departure if those actions result in additional cost
- o Seller personnel electing to remain at Buyer designated location over a weekend, instead of flying home and back to the designated work location.
- o Any other special circumstance documented by Seller and mutually negotiated between Buyer and Seller