

1. TRAVEL (Clause F-2.1) (July 2011)

Seller shall be reimbursed, at cost, for travel expenses required in performance of work hereunder as long as such travel is authorized by Buyer and performed at Buyer's request. All travel expenses on this purchase order shall be reimbursed in accordance with the allowable expenses schedule called out below. 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. Federal Travel Regulations may be viewed at <http://www.gsa.gov>. Allowable expenses are as follows:

FOLLOWING ITEMS REQUIRE SUBMITTAL OF RECEIPTS:

Airfare: Round trip, coach or economy class reimbursed at cost.

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.)

Car Rental: Reimbursed at cost:

- 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.)
- Actual rental car gasoline purchase(s).
- 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:

- Long term parking fees at departure airport.
- 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 Reimbursed based on maximum per diem rate for business location per
Incidental Federal Travel Regulations:
Expenses:

- 75% for first and last days of travel.
- 100% for all full work days.

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

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