

GE Supplier Travel and Expense Policy

I. SCOPE

This GE Supplier Travel and Expense Policy (applies to Supplier personnel traveling on GE-related business for travel and living (“T&L”) which is reimbursable by GE. GE will reimburse Suppliers’ reasonable and necessary T&L expenses incurred in the conduct of GE business (or as otherwise permitted by this policy). Supplier personnel that have a GE-issued single sign on (SSO) number are recommended to use the GE Travel Center (GETC) for all business-related travel arrangements and expenses that are reimbursed by GE unless otherwise directed by the designated GE Project Manager. Personal travel arrangements may not be booked via the GETC. <http://travel.ge.com>

II. SUBMISSION AND APPROVAL REQUIREMENTS

Supplier’s associates are expected to submit expense reports to Supplier in accordance with Supplier’s company guidelines. Designated GE Project Managers will receive periodic (but not less than monthly) statements from Supplier in order to review and approve the appropriateness of trips and reasonableness of expenses for each Supplier associate. All T&L expenses are to be invoiced to GE with no markup either separately or clearly itemized on invoices. Receipts are required for all T&L expense items of \$25 or more. Supplier associates who travel regularly for GE should complete a non-employee travel profile and use the GETC for all GE-related travel arrangements unless otherwise directed by the designated GE Project Manager. Any exceptions to the requirements set forth in this GE Supplier Travel and Expense Policy requires pre approval from designated GE Project Manager.

III. TRANSPORTATION

Air Travel

- Suppliers are required to fly economy class for all flights, regardless of duration.
- Supplier is expected to take the lowest reasonable fare available.
- Associates may retain credits from frequent traveler programs. However, travel plans, routing requirements, etc., should not result in additional expense to the GE nor require an increase in travel time during regularly assigned working hours.
- The cost of upgrading an airline ticket to another class is not reimbursable.
- Many airlines now charge for either the first or second item of baggage checked. Baggage fees are generally reimbursable, however Supplier is expected to minimize the occurrence of these fees and only check the fewest bags possible. Additional checked baggage as required for business needs is also allowed, but Supplier should follow the business policy and applicable laws for shipping equipment, tools and/or merchandise.
- Many airlines also charge for meals and snacks. Meal fees are generally reimbursable.
- Other ancillary fees charged by airlines for optional services are considered personal charges and may not be submitted as T&L. These include, but are not limited to, fees for early boarding, assigned seats, preferential seating (aisle, window, exit or other rows), class of service upgrades, and entertainment.

Ground Transportation

- Use hotel/airport shuttle services when practical.
- For car rental, take the lowest rate considering necessary requirements.
- Book smallest rental car practical for traveler's purpose.

- When using a personal vehicle, Supplier will be reimbursed at current IRS (or other applicable standard) rate per mile, which covers depreciation, insurance, and gas.
- Minimize GE costs on rental cars by: declining Collision Damage Waiver in the U.S. (covered under GE contract programs); returning rental cars with a full tank of gas (gas will be reimbursable).
- GE will reimburse taxi, bus, shuttle or train fare to GE's offices.

IV. LIVING, MEALS AND OTHER EXPENSES

Lodging

- If applicable, book all hotels through the GETC at the time air reservations are made.
- Reservations will be made at GE Preferred full service, moderate or economy properties, depending on the business requirements.
- BEST PRACTICE - Lower Rates: Ask the hotel if there is a lower rate when checking in. Hotels may have special rates that cannot be loaded into the GETC reservation system, but may be secured simply by asking.
- Cancellation of Reservations - It is the Supplier's responsibility to be sure that guaranteed hotel reservations are cancelled if they will not be used. Itineraries should be checked for the required cancellation time. If cancellations are made directly with the hotel, a cancellation number must be requested. It is important to have a record of this number to refute erroneous "no-show" billings.

Personal Meals

- Meals are reimbursable provided the Supplier associate is on GE business away from the Supplier associate's normal place of business with an overnight stay.
- On a day trip, meals eaten while working in excess of normal business hours or to complete a specific project are reimbursable.

Other Reimbursables

- Gratuities for bellhop, taxi, meals, etc.
- Highway tolls and parking fees.
- Laundry and dry cleaning services if the associate is away for five consecutive days.
- Telephone and telecom (Internet or wifi) for GE-related business use – avoid expensive mobile phone roaming charges and local or long distance charges from hotels and limit Internet access fees when possible.
- Prior-approved expenses incurred in the production of GE-related work

General Considerations

- If applicable, make your own travel reservations (through GETC; requires SSO) and when possible schedule meetings to allow for travel during off-peak hours.
- Take the "best buy" airfare recommended by the agent or available through alternative reservation methods, as may be applicable.
- Book tickets as early as possible. Preferably 21 days in advance.
- Use teleconferencing and/or videoconferencing to minimize travel costs.
- Minimize number of associates taking same trip
- Consider non-refundable fare for frequent trips to the same location.
- Consider staying over on Saturday night to obtain lower airfare (GE will reimburse hotel and meal costs if the total cost is lower).

Expenses Not Reimbursable

The following items are considered to be of a personal nature, and therefore are not normally reimbursable by the GE.

- Membership fees for airline, hotel, rental vehicle and frequent flyer clubs
- Any fees or costs associated with membership in a private club
- Incremental costs of double-occupancy over single-occupancy rates for a spouse, family member or other guest unless in connection with a Company event where GE has agreed to pay guest-related travel expenses
- Hotel charges associated with cancellation, where reasonably prudent actions were not taken to avoid such charges
- Air flight and other travel insurance (the Company provides insurance for employees)
- Meals provided or other gifts given to family or friends whose residence is used "*in-lieu-of*" a hotel during a business trip
- Parking tickets/traffic violations
- Roadside assistance or auto club memberships
- Personal reading materials and entertainment or recreation items (e.g., newspapers, magazines, books, movies)
- Personal expenses incurred in employee's absence (e.g., lawn care, snow removal)
- Membership in health clubs and associated fees (except for fees charged by hotels for use of fitness center by hotel guests)
- Lost airline ticket application fees
- In-room movies during hotel stays or charges for in-flight movies on airlines
- Charges for barbershops, beauty salons, massages, shoeshine or similar items
- Purchase of clothing, toiletries or medicines (except for preventative medicines, immunizations, and anti-malaria supplies required for travel to specific areas by another GE policy or governmental agency recommendation)
- Adult entertainment

Unusual Expenses

- In the event there are valid business reasons to incur expenses not reimbursable under these guidelines, these expenses may be reimbursed with GE approval.
- Review unusual circumstances with the Supplier associate's manager in advance.

For any GE-related travel involving interaction or working with government officials or healthcare professionals, Supplier personnel must fully comply with all applicable requirements set forth in the GE Travel & Living (T&L) Policy, a copy of which can be obtained from the designated GE Project Manager. For clarification, contact the designated GE Project Manager.