

**Haier US Appliance Solutions, Inc. DBA GE Appliances
Supplier Travel and Expense Policy**

I. SCOPE

GEA Supplier Travel and Expense Policy applies to Supplier and Supplier personnel traveling on GEA-related business and/or at the request of GEA. GEA will reimburse Suppliers' reasonable and necessary T&L expenses incurred in accordance with this policy. Supplier and Supplier personnel are required to obtain written approval to travel in advance.

II. SUBMISSION AND APPROVAL REQUIREMENTS

Supplier and Supplier's personnel are expected to submit expense reports to GEA in accordance with GEA's Supplier Travel and Expense Policy. Supplier shall submit periodic (but not less than monthly) statements to designated GEA Project Manager to review and approve the appropriateness of trips and reasonableness of expenses for each Supplier and Supplier personnel. All T&L expenses are to be invoiced to GEA with no markup either separately or clearly itemized on invoices. Receipts are required for all T&L expense items of \$25 or more.

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.
- Supplier may retain/use credits from supplier's own frequent traveler programs to reduce fees to GEA. However, travel plans, routing requirements, etc., should not result in additional expense to GEA 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** by GEA.
- 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 airline policy and applicable laws for shipping equipment, tools and/or merchandise.
- Airline meal fees are generally reimbursable; however, fees will be subject to review/approval by GEA.
- Other ancillary fees charged by airlines for optional services are considered personal charges and may not be submitted and are **not reimbursable**. 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. (Supplier can reserve rental car from GEA contracted agencies should GEA's rates be more favorable)
- Book smallest rental car practical for traveler's purpose.
- IF 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 GEA costs on rental cars by: declining Collision Damage Waiver in the U.S. (covered under GEA contract programs if securing reservation through GEA contracted agencies); returning rental cars with a full tank of gas (gas will be reimbursable).

GEA will reimburse taxi, taxi-like services, bus, shuttle or train fare to GEA's offices only.

IV. LIVING, MEALS AND OTHER EXPENSES

Lodging

- BEST PRACTICE - Lower Rates: Ask the hotel if there is a lower rate when checking in. Hotels may have special rates that can be secured simply by asking. (Supplier can reserve hotel from GEA contracted agencies should GEA's rates be more favorable)
- Avoid reservations at a Luxury Hotel. GEA can refuse to reimburse for luxury hotels.
- 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 personnel is on GEA business away from the Supplier personnel'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 Supplier personnel is away for five consecutive days.
- Telephone and telecom (Internet or WIFI) for GEA-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 GEA-related work

General Considerations

- If applicable, make your own travel reservations 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 Supplier personnel taking same trip
- Consider non-refundable fare for frequent trips to the same location.
- Consider staying over on Saturday night to obtain lower airfare (GEA 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 GEA.

- Membership fees for airline, hotel, rental vehicle and frequent flyer clubs
- Any fees or costs incurred by Supplier personnel for memberships in a private club

Expenses Not Reimbursable (*continued*)

- Incremental costs of double-occupancy over single-occupancy rates for a spouse, family member or other guest unless in connection with an event where GEA has agreed in advance to pay guest- related travel expenses
- Cost of a circuitous or side trip for personal convenience or benefit.
- Hotel charges Supplier personnel with cancellation, where reasonably prudent actions **were not taken** to avoid such charges
- Air flight and other travel insurance
- 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
- Parking or garage charges at the Supplier associate's regularly assigned place of business.
- Traveling expense between home and regularly assigned place of business
- 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 Supplier personnel 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 GEA 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 GEA approval.
- Review unusual circumstances with the Supplier personnel's manager in advance.

For any GEA-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 GEA Travel & Living (T&L) Policy, a copy of which can be obtained from the designated GEA Project Manager. For clarification, contact the designated GEA Project Manager.