

CONTRACT WORKER TRAVEL AND EXPENSE POLICY

This Contract Worker Travel and Expense Policy ("Policy") applies to Suppliers, their contractors, consultants, and contingent workers hereinafter referred to as ("Contract Workers") who provide services to Verizon Business ("VZB"), Verizon Service Operations ("VSO"), Verizon Wireless ("VZW"), Verizon Telecom ("VZT") and Verizon Corporate ("VZC"), collectively known as "Verizon".

While this Policy does not cover every possible situation, it establishes adequate parameters for Contract Workers to use appropriate judgment to minimize travel costs. To the extent practical, travel should occur before or after regular business hours.

GENERAL REGULATIONS

Verizon will reimburse for business expenses the Contract Workers incur during the course of conducting Verizon business provided the following criteria are met.

Receipts must be included with the detailed vendor invoice for all expenditures. A copy of Contract Workers' credit card statements is not considered proof of the expenditure nor should it be submitted with the vendor invoice. All travel requires the prior approval from the Verizon manager. Supplier may be required to provide the prior written approval upon request. Contract Workers not securing the appropriate approvals or failing to comply with this Policy will not be reimbursed.

Verizon employees may not pay for Contract Workers' meals or any other expenses.

All travel arrangements require coordination through the following Verizon appropriate designate:

- ⇒ VZB - Carlson Wagonlit 1-800-888-0877.
- ⇒ VZT, VZC, VSO - American Express Travel 1-800-813-9922. Contract Workers are required to prepare and submit a Form 20-355a, "Contingent Worker Travel Profile," to American Express Travel. This form is available on the Verizon Digital Workplace under "Forms".
- ⇒ VZW – Contract Worker coordination.

Contract Workers are required to cancel confirmed reservations (hotel, air and rental car) promptly when it becomes evident the trip will not be made as scheduled.

Use of personal frequent flyers miles to upgrade travel accommodations causing additional expense to Verizon is not permitted.

DOMESTIC TRAVEL

Airfare

To minimize costs, Contract Workers should book flights at least seven (7) to fourteen (14) days in advance when possible. Restricted fares and least expensive travel class are required.

Lowest Fare Routing

Contract Workers must request the lowest fare routing (“LFR”), including the use of alternate airports (i.e., connecting flights) when arranging air travel. Contract Workers making travel reservations may select the travel dates, destinations and preferred arrival or departure times (depending on scheduling priorities). The price quote should be the LFR within a two (2) hour window of the preferred arrival or departure time. When provided with lower priced flight options outside the two (2) hour window, Contract Workers are encouraged to accept this fare.

Ground Transportation

Contract Workers must use the most economical mode of transportation appropriate for the circumstances, including the following:

- ⇒ Courtesy car;
- ⇒ Airport shuttle;
- ⇒ Bus;
- ⇒ Rail;
- ⇒ Taxi;
- ⇒ Rental car; and
- ⇒ Personal vehicle.

Rental Cars

As with all expenditures, the use of a rental car must be justified, as an economical need, not as a matter of convenience. For example, a car would not normally be justified for transportation from the airport to a hotel if a shuttle or taxi service were available at lower cost and schedule permits.

Rental cars should be used only when the daily charges will be less costly than taxis or other means of transportation, or where an unusual inconvenience (such as carrying bulky or heavy objects or travel delays) occurs. Only sub-compact, compact or mid-size or lower price range cars should be rented. Contract Workers traveling together should share rental cars.

“Loss Damage Waiver” insurance offered by rental agencies should not be purchased for domestic travel. If Contract Workers choose to purchase such insurance, it will not be reimbursed. In the event of a loss, Contract Workers are liable for any expenses resulting from the loss per the Contract Workers’ business automobile liability insurance.

Rental cars should be returned to the rental agency with a full tank of fuel. The rental agencies charge 50%-200% more than the pump price. Verizon will reimburse only 50% of the refueling charge if the rental agency refuels the car. The rental agency prepaid fuel rental option will not be reimbursed.

Business-Use of Contract Workers’ Personal Vehicle

The mileage is paid at the current Internal Revenue Service standard reimbursement rate. This rate has been calculated to include all fuel, oil, maintenance, insurance and other vehicle costs; therefore fuel for a personal vehicle is not reimbursed. Personal vehicle damage due to accident or other incident is not reimbursed.

Any local travel to a destination other than the normal work site location is reimbursed only in excess of fifty (50) miles.

Parking and Tolls

Airport parking of personal vehicles is reimbursed. Contract Workers are encouraged to use least cost parking facilities at airports when leaving a personal vehicle in order to minimize cost. When on extended trips of five (5) days or more, use an alternate means of transportation to the terminal if the cost will be less than parking and mileage reimbursement.

Lodging

When overnight stays are required, Contract Workers are required to stay in approved hotels where Verizon has negotiated preferred rates. If an approved hotel is not available in the travel city, the Verizon designate will recommend a good quality, moderately-priced hotel. A single room with a private bath in a Verizon approved hotel or motel is the corporate standard.

Room charges, parking, meals taken in the hotel, and internet connection (when required for Contract Workers work duties) must be itemized daily, noted separately, and categorized when submitted for reimbursement.

Mini bar items, in-the-room movies, hotel health club fees, hotel telephone charges, and any charges resulting from the combination of personal and business travel are the Contract Workers' personal responsibility.

Hotel Cancellation

Hotel reservations are generally "guaranteed for late arrival." Contract Workers are responsible for canceling hotel reservations directly with the hotels. Hotel cancellations should be made as soon as possible. Many hotels require cancellation by 4:00 p.m. or 6:00 p.m. the day of arrival (twenty-four (24) hours or more in advance at some hotels.) When canceling a reservation, Contract Workers are responsible for obtaining pertinent details such as the name of the person taking the cancellation and the cancellation number. Verizon does not pay Contract Workers' "No Show" bills.

Payment and Documentation

Lodging charges are to be billed to Contract Workers' credit card. The zero balance hotel statement verifying an accepted form of payment is required documentation for reimbursement of lodging charges. *(Please be aware that many hotels now have service charges, which cover amenities, which are not reimbursable. Submit only the service charges that are reimbursable –basic room charges, applicable tax and basic internet services when required for Contract Workers work duties.)*

Domestic Travel Meals

Verizon will pay for meals only when the business trip requires an overnight stay. Up to three (3) meals per travel day are reimbursed provided the daily meal limit does not exceed \$45.00 per day. All meal costs over the daily meal limit are Contract Workers' personal expense. Verizon pays for actual cost. The daily meal limit of \$45.00 is not a per diem. Verizon will **not** reimburse Contract Workers for alcoholic drinks.

Original detailed restaurant receipts are required for all meals. *Folio or "tear-away" stubs and receipts are not considered proof of expenditures and will be rejected.*

INTERNATIONAL TRAVEL

Air Travel

Contract Workers are required to choose the least expensive class of travel when traveling internationally and will be reimbursed only for coach fare. International locations exclude Canada, Mexico, Puerto Rico and the fifty (50) United States. Contract Workers are required to use electronic tickets whenever possible.

Auto Rental

When traveling internationally, Contract Workers should always take the "Loss Damage Waiver" coverage and "Liability" coverage. Other coverage should be declined. The travel agency or Verizon will advise Contract Workers of exceptions to this coverage.

International Travel Meals

The actual cost of three (3) meals per day and bottled water may be expensed. The meals must be of reasonable cost for the international travel area. International locations for meals include Canada, Mexico, Puerto Rico, and all other areas outside the fifty (50) United States.

BUSINESS MEALS/ENTERTAINMENT

Contract Workers' expenses for entertainment or business meals and beverages with Verizon and non-Verizon individuals will not be reimbursed. Verizon will **not** reimburse Contract Workers for alcoholic drinks.

TELEPHONE REIMBURSEMENT

Verizon will reimburse Contract Workers for phone expense when previously authorized in writing by Verizon management for the purpose of conducting Verizon business.

Verizon will reimburse Contract Workers for cellular phone expense as follows:

- a) Incidental phone use for Contract Workers traveling on behalf of Verizon will be reimbursed on a per call instance with a copy of the statement showing the calls.
- b) For Contract Workers who are required to perform on-call support, Verizon will reimburse for a plan not to exceed \$45.00. A copy of the invoice reflecting the cost of the plan must be provided. If due to call volume \$45.00 is not sufficient, Contract Workers can itemize the calls in excess of \$45.00 and submit the value of those calls.

Special considerations require prior Verizon management approval for international travel or unique circumstances where cellular phone usage is not an option.

OTHER REIMBURSABLE EXPENSES

Verizon reimburses gratuities according to the following guidelines:

<u>Gratuity Type</u>	<u>Maximum Reimbursement</u>
Baggage Handling	\$1.00/bag
Meals	15%-20%
Taxi	10%
Maid Service	\$1.00 - \$2.00/day

NON-REIMBURSABLE EXPENSES

The following list is non-inclusive list of expenses for which Contract Workers will **not** be reimbursed:

- ⇒ Insurance offered by car rental agencies for domestic (U.S.) rentals except as outlined under “International Travel - Auto Rental” in this Policy.
- ⇒ Personal auto insurance or damage to personal auto incurred while on Verizon business.
- ⇒ First class air travel.
- ⇒ Costs related to airline upgrades when utilizing personal frequent mileage awards.
- ⇒ Air-travel insurance.
- ⇒ Air/auto rental upgrades.
- ⇒ Costs related to auto upgrades when utilizing personal frequent mileage awards.
- ⇒ Personal frequent flyer miles used for business travel.
- ⇒ Personal airline travel tickets and auto rentals.
- ⇒ Personal entertainment expenses while traveling, such as in-flight movies/refreshment, in-room movies, pay television fees, sporting events, plays, airline club memberships, athletic club admission fees, gambling, in-room mini-bars.
- ⇒ Entertainment of any kind.
- ⇒ Alcoholic beverages of any kind.
- ⇒ Laundry and valet services unless trip required seven (7) days or more.
- ⇒ Magazines, books, maps, and newspapers.
- ⇒ Home expense of any kind while away on Verizon business travel.
- ⇒ Child, elder, and pet care.
- ⇒ Annual fees for personal credit cards, to include personal charge/credit card fees.
- ⇒ Briefcases or luggage of any kind.
- ⇒ Lost personal or rental car keys.
- ⇒ Gifts for any reason to Verizon employees or non-Verizon business partners.
- ⇒ Travelers check fees.
- ⇒ Personal electronic organizers, calendars, time management binders or refills, and cameras.
- ⇒ Personal computers or computer hardware, repairs, restorations, software, upgrades to software, laptops, wireless connections and fax machines.
- ⇒ Personal items such as clothing, clothing rental, hair dryers, toiletries, medical prescriptions, medical service fees, barber and hairdresser fees, tobacco, candy/gum, lost items or funds.
- ⇒ Personal stationery and printing.
- ⇒ ATM cash withdrawal fees.
- ⇒ Traffic citations, parking tickets, or other violations.
- ⇒ Travel times to and from job site.
- ⇒ In-lieu-of expenses (e.g., lodging, meals, services) provided by Verizon employees or Contract Workers’ relatives/friends.
- ⇒ Excess baggage charges for personal luggage.