

## Supplier Travel Guidelines

### **Reimbursement Requirements:**

To receive expense reimbursement, the appropriate bills and receipts must be submitted to KCI by way of invoice within 45 days after the completion of travel. Original receipts are required for all airfare and lodging expenses. KCI reserves the right to request copies of receipts for transportation and all other individual expenditures submitted for reimbursement.

### **Air Travel:**

All airline reservations must be secured through the most cost effective means. Reservations should be made at least 14-21 days prior to traveling, when possible. Only the most reasonable round-trip **coach fare** to the worksite will be reimbursed. KCI will not reimburse for seat upgrades and WIFI onboard the airline.

### **Hotel Accommodations:**

Where available, Consultant will stay at a hotel on KCI's preferred accommodations list. Consultant should request the current list from their KCI contact. KCI will reimburse hotel accommodations for the duration of business only. KCI will not reimburse Consultant for personal charges (e.g., extended stays, in-room movies, laundry, and mini bar).

**Consultant is responsible for cancellation of hotel reservations in accordance with the hotel's policy to avoid a no-show fee. KCI will not reimburse for no-show fees unless KCI requested the last minute change prohibiting a cancellation without charge. A request for a no-show fee reimbursement must include a copy of the hotel's cancellation policy.**

**Meals:** \$65.00 / Day Allowance In the event that the Consultant pays for a KCI employee's meal, that meal is not reimbursable via the consultant's expense invoice(s).

### **Personal Telephone Expenses:**

All calls must be made on Consultant's cell phone. KCI does not reimburse cell phone charges.

### **Rental Car:**

Consultant should secure, and will only be reimbursed by KCI for, an intermediate class vehicle at the most reasonable rate available.

### **Personal and Miscellaneous Expenses:**

KCI does not reimburse personal expenses such as barbershop and hairdresser services, toiletries, pet or childcare, athletic facilities and newspapers.

### **Travel to and from Airport:**

Consultant must use the most cost effective transportation for travel to and from airports. Where it is most cost effective for Consultant to use a personal car to travel to and from the airport of departure, Consultant will be reimbursed for mileage driven from their home or office to the airport of departure at the rate of \$0.57/mile, plus any reasonable and necessary tolls and parking charges. Shuttles and taxis may also be used where deemed appropriate; however, limousine services will not be reimbursed by KCI.

### **Tips and Gratuities:**

Where receipts are provided, the gratuity at reasonable and customary rates should be included in the cost of service (e.g., meals, taxis, etc.).

