

AHS Travel and Business Expense Policy

To the extent that your company ("**Company**") has entered into a contract or agreement ("**Agreement**") with American Home Shield Corporation or any of its affiliates (collectively, "**AHS**") which incorporates this AHS Travel and Business Expense Policy (this "**Policy**") into the Agreement by reference, Company and its employees, representatives, consultants, agents, contractors, and any other persons acting on Company's behalf (each, a "**Representative**") agree to comply with the additional terms and conditions set forth herein. Further, this Policy shall be applicable to any change order, work order, insertion order, SOW, or any other document which provides for the purchase of goods or services that is subject to the terms and conditions of the Agreement (any such document being referred to herein as a "**SOW**"). In the event of a conflict between the Agreement and this Policy, this Policy will control. Any capitalized term used but not defined herein will have the meaning assigned to it in the Agreement.

All travel and expenses incurred by Company or any Representative in connection with the provision of the Services must be preapproved in writing by the AHS Project Leader. In addition, itemized receipts (not merely the credit card payment slip) and accompanying reimbursement-request documentation (collectively, "**Documentation**") are required to be submitted for all expenses incurred by Company or any Representative and such Documentation must include the vendor name, location, date of purchase, item or service description, proof of payment, reason for expense, and all participants. Within five (5) business days following the end of each month, Company shall endeavor to deliver an invoice and all applicable Documentation to AHS setting forth all expenses for which Company is requesting reimbursement during such month. Company shall submit only one (1) request for reimbursement per month and each monthly request for reimbursement shall include all expenses incurred during the applicable month.

AHS shall not be responsible for reimbursing or otherwise paying for any expense incurred by Company or any Representative that does not comply with the terms and conditions of this Policy, unless AHS has provided preapproved written authorization allowing for such expense and then only to the extent for which such authorization provides explicit approval.

I. Air Travel

Air travel is authorized only on commercial airlines.

- A. **Lowest Practical Airfare** – Representatives are required to use the lowest practical economy class airfare available. The "lowest practical economy class airfare" is defined as a fare no more than five percent (5%) more expensive than the least expensive economy class fare on any flight (e.g., nonstop, direct, connecting or alternate airport) within a two-hour window on either side of the requested departure/arrival time. For purposes of this Policy, the terms "economy" and "coach," when referring to classes of air travel, are synonymous.
- B. Purchase airline tickets at least fourteen (14) days in advance whenever possible. In addition, non-refundable airline tickets should be purchased whenever possible. In the event that (a) AHS is primarily responsible for any Representative not being able to utilize an applicable non-refundable airline ticket, AHS shall be responsible for all expenses incurred in connection therewith and (b) Company or any Representative is primarily responsible for any Representative not being able to utilize an applicable non-refundable airline ticket, Company shall be responsible for all expenses incurred in connection therewith.
 - **Prohibited Air Travel Classes of Service** – First class and business class air travel are prohibited.
- C. **Baggage Fees** – Baggage fees associated with air travel incurred by Representative must meet the criteria in the table immediately below in order to be eligible for reimbursement by AHS:

Business Travel Days	Number of Bags
0-3 days	1
4-7 days	2
8-14 days	3

AHS shall not be responsible for any baggage fees in excess of those set forth in the table immediately above, including any fees associated with equipment or supplies needed while traveling on behalf of AHS, unless AHS has provided written approval for such excess fees prior to any such fee being incurred.

II. Ground Transportation

- A. Car Rental – Representatives traveling alone or in a pair by rental car shall rent the lowest available cost intermediate or economy class car, choosing whichever option provides the lowest cost. A larger class of car may be booked when traveling with two (2) or more additional Representatives or customers. Prior to returning a rental car, Representatives must refuel their vehicles to avoid excessive refueling charges. Representatives shall not purchase the prepaid fuel option. AHS will not pay for or reimburse optional insurance options or rental car accessories such as prepaid fuel, satellite radios, car racks and car seats.
- B. Ride-sharing Service, Taxi and Other Local Transportation – Lyft is the preferred form of ground transportation for Representatives, as long as the applicable Representative feels the option is safe. Taxis and other more expensive forms of transportation shall be used only when (a) time constraints justify the same (or where regular airport transportation is substantially more inconvenient) and (b) when circumstances dictate that the total cost of a taxi is lower than that of a rental car or ride-share service. Ground transportation is reimbursable by AHS only with respect to transportation to and from the following places: (i) the applicable arrival airport into which the Representative is arriving to perform Services, (ii) where such Representative is lodging during the duration of the stay during which such Representative is performing Services and (iii) AHS-directed business locations. AHS shall not reimburse for travel in respect of a commute from a Representative's home to a Representative's regular work site or a Representative's departure airport. Representatives are encouraged to utilize public transportation whenever feasible or prudent from a security perspective. The use of limousines is not permitted.
- C. Parking – Parking fees should be considered in determining the total cost of ground transportation. Long-term parking typically offers considerable savings over short-term parking and the most economical available parking choice must be used. The lowest cost parking option, such as economy airport parking, is required.
- D. Personal Cars – Representatives traveling more than two hundred (200) miles (one-way) must travel by air whenever adequate commercial service is available, unless Representative has received prior written approval from AHS to travel via other means for specific business reasons or due to medically required special travel accommodations.

When use of a personal automobile is authorized by AHS, AHS will pay for the applicable business mileage allowances for all miles driven via the most practical direct route, and any reasonable and necessary tolls and parking fees.

The business mileage allowance includes gas and everyday wear and tear on the vehicle. Current IRS mileage rates (or the equivalent worldwide) will apply.

The total reimbursement for all costs associated with a Representative's use of his or her personal automobile must not exceed the lowest available air travel cost plus rental car cost as dictated by this Policy, and any other related expenses that would be anticipated to reasonably accompany such air and rental costs.

When using a personal vehicle while on AHS business, the Representative must maintain insurance on the vehicle at no less than any applicable minimum state requirements.

AHS will not pay for or reimburse any repair costs for any Representative's personal vehicle(s) even if such costs result from business travel for AHS.

III. Hotel & Motel Accommodations

- A. Reservations and Preferred Properties – Representatives must stay in AHS-preferred hotels (as may be listed on the AHS Supplier website located at www.ahs.com/suppliers), when available, and request the AHS preferred rate when booking any room. In cases where an AHS-preferred hotel is not available or designated, a moderately priced hotel or motel (as compared to other hotels or motels within a ten-mile radius) that provides adequate safety and is conveniently located near the location where the Representative is to conduct business pursuant to AHS and Company's business relationship should be selected. Hotel clubs, memberships, or rewards programs shall not be a factor in Representative's accommodation selection.

In the case of international travel, each Representative should cross check any applicable travel rates available from Company's travel agent with his or her in-country host to ensure the Representative receives the most favorable rates reasonably possible.

- B. Non-Reimbursable Hotel Expenses – As certain hotels charge fees for early check-ins or late checkouts, each Representative should be aware of any such applicable fees and plan his or her trip accordingly, as AHS will not provide reimbursement or otherwise pay for any such fees incurred by any Representative, unless they have been specifically authorized by AHS beforehand.

AHS will not pay for or reimburse the Company or its Representatives for any discretionary personal expenses, including but not limited to, movie rentals, spa treatments, salon services, personal grooming items, concierge services, and clothing items.

- C. Cancellation Policy – Room reservations are typically guaranteed despite a traveler's late arrival when such reservations have been made with an individual's corporate credit card. When a traveler fails to honor his or her reservation and fails to cancel the reservation in a timely fashion, the credit card under which the reservation was made may be charged for the room. While circumstances may require a change in travel plans, if a Representative fails to properly cancel hotel reservations which ultimately result in charges to AHS, such charges will become the responsibility of Company and the Representative.

IV. Business Meals

When Representatives are away from their home city on authorized AHS business, reasonable meal expenses (including tax and tip) are appropriate expenditures.

When traveling on business for AHS, Representatives should use reasonable business judgment in paying for business meals. Daily personal meals (including breakfast, lunch and dinner) should not exceed Seventy Dollars (\$70.00) per day ("**Daily Meal Budget Cap**"), unless a higher amount is

authorized by AHS in writing. Unless such authorization specifically states the number of days for which the Daily Meal Budget Cap can be exceeded, the authorization is only valid for a single day's exception.

V. Security

Depending upon security risks, AHS may restrict travel to locations where the security risks are considered to be significant. Travel to or connecting through countries without established AHS facilities is prohibited unless written approval is provided in advance by appropriate management designated by AHS Corporate Security.

Representatives who are the victims of crime while traveling on AHS business should, wherever possible, notify the local authorities immediately. Representatives should also complete an AHS security incident report.

VI. Communications

Representatives will not be reimbursed for cellular and other telephone expenses without prior written approval from AHS. The use of air cards (cellular data connectivity) will not be reimbursed.

VII. Other Expenses

No other expenses will be reimbursed without prior written approval from AHS.