ABB Expense Reimbursement Policy

Travel and living expenses include, but are not limited to, the following.

(a) **Travel to and from Client site and while on-site:** Travel costs to and from the Client’s site, or any other authorized locations, and while on site will be billable. Mode of travel may include air or surface transportation. ABB resources may elect to drive a personal car. Such travel will be billed on a per-mile basis based on the rate per mile allowable by the applicable home country of the ABB employee.

(b) **Lodging while traveling to and from Client’s site and while on-site:** Lodging costs, inclusive of all tips, taxes, and other nonoptional fees imposed by the lodging provider will be billable.

(c) **Meals and Incidental expenses (M&IE):** M&IE will be charged for every day or partial day on-site or while traveling to or from the Client’s site as incurred.

(d) **Weekend stays:** To reduce travel, ABB resources may elect to stay over the weekend at the Client’s work location. In these cases, the lodging and meal costs will be charged for the weekend days as incurred.

(e) **Long-term lodging:** For assignments greater than three (3) months, ABB resources may elect to obtain long-term accommodations, such as corporate housing. Long-term lodging costs will be billed on a monthly basis. The monthly cost will include all costs related to lodging. Client will be responsible for loss of deposit due to terminated lease agreements, if the charges are the result of termination of the project or the early release of an ABB resource.

(f) **Parking:** Parking of personal or rental cars while on-site, or parking at airports, will be billable. ABB resources will utilize lower-cost parking lots when practical.

(g) **Changes:** Additional costs incurred as a result of any travel changes are billable.

(h) **Miscellaneous Costs:** All reasonable other direct costs, including but not limited to the following, will be billable to the Client:
   
   a. Shipping and postage charges, including insurance, for hardware, equipment, and documentation.
   
   b. Rental or purchase of materials and equipment as directed by Client.
   
   c. Reproduction of reports or documents.
   
   d. Data communication, internet, and telephone charges.