



Supplier Travel and Expense Policy

I. SCOPE

Savant Technologies LLC, doing business as GE Lighting, a Savant company's ("Lighting") Supplier Travel and Expense Policy applies to Supplier personnel traveling on Lighting-related business. Lighting will reimburse Suppliers' reasonable, necessary, appropriately and adequately documented, and properly authorized expenses incurred in the conduct of Lighting business if such expenses meet the guidelines of this Policy.

II. SUBMISSION AND APPROVAL REQUIREMENTS

Supplier's associates are expected to submit expense reports to Supplier in accordance with Supplier's company guidelines. Designated Lighting Project Managers will receive periodic (but not less than monthly) statements from Supplier to review and approve the appropriateness of trips and reasonableness of expenses for each Supplier. All travel expenses are to be invoiced to Lighting with no markup either separately or clearly itemized on invoices. Receipts are required for all expense items of \$25 or more. Any exceptions to the requirements set forth in this Policy require written pre-approval from the designated Lighting Project Manager.

III. GENERAL CONSIDERATIONS

Prior to undertaking business travel, options such as teleconferencing and/or videoconferencing must be explored. If business travel is necessary, Supplier must minimize number of associates taking the same trip, consider non-refundable fares for frequent trips to the same location, and consider staying over on Saturday night to obtain lower airfare (Lighting will reimburse hotel and meal costs if the total cost is lower).

In the event there are valid business reasons to incur expenses not otherwise reimbursable under these guidelines, such expenses may be reimbursed with Lighting approval. Review unusual circumstances with Supplier's Lighting Project Manager in advance, if possible. For any Lighting-related travel involving interaction or working with government officials, contact the designated Lighting Project Manager for further requirements.

IV. TRANSPORTATION

Air Travel

-) Supplier is required to fly economy or coach class for all flights.
-) Supplier is expected to take the lowest logical fare that allows Supplier to meet Lighting business objectives.
-) Tickets must be booked as far in advance as possible when plans are finalized.
-) Credits from frequent traveler programs may be retained.
-) Upgrade costs are not reimbursable.
-) Baggage fees are generally reimbursable. However, Supplier is expected to minimize the occurrence of these fees and check the fewest bags possible.
-) Reasonable meal/snack fees incurred during air travel are reimbursable.
-) Other ancillary fees including but not limited to early boarding, assigned seats, preferential seating (aisle, window, exit or other rows), class of service upgrades, or in-flight entertainment fees, are not reimbursable.

Ground Transportation

-) Supplier must use the most cost-effective mode of ground transportation for their destination, keeping in mind safety.
-) Ground transportation will be reimbursed for shuttle, bus, taxi, ridesharing services (e.g., Uber or Lyft), car rental, or personal vehicle use subject to this policy.
-) Only use rental cars if other ground transportation does not meet business requirements.
-) Suppliers are expected to reserve the most economical car size to safely accommodate the number of passengers, baggage and purpose of trip.
-) Personal vehicle use will be reimbursed at current IRS (or other applicable standard) rate per mile.
-) Parking, gas, and toll expenses will be reimbursed if necessary and reasonable.
-) Rental cars should be refueled prior to return.
-) Rental car insurance will not be reimbursed without prior written approval.
-) Fines for parking, traffic violations, towing charges will not be reimbursed.

V. LIVING, MEALS AND OTHER EXPENSES

Lodging

-) Business lodging must be within a reasonable distance from the destination location and booked for the standard single hotel accommodation prevailing commercial rate for the area.
-) Suites, executive floors or concierge level rooms are not reimbursable.
-) Only business-related overnight lodging is reimbursed.
-) Non-refundable lodging commitments or applicable change fees will not be reimbursed if a trip is changed or canceled.
-) No show or room charges for failing to promptly cancel hotel reservations will not be reimbursed.

Personal Meals

-) Reasonable costs for meals are reimbursable provided the Supplier is on Lighting business away from the Supplier'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

-) Reasonable and customary tips for the applicable location.
-) Laundry and dry-cleaning services if Supplier is away for five consecutive nights.
-) Internet or Wi-Fi for Lighting-related business use.
-) Preapproved expenses incurred in the production of Lighting-related work.

VI. NON-REIMBURSABLE EXPENSES

Non-reimbursable items include but are not limited those identified above and the following:

-) Telephone charges.
-) Travel agent fees.
-) Barber shop, salon or massage.
-) Shoeshine or shoe repair.
-) Car washes, repairs, towing, and other types of maintenance.
-) Clothing, toiletries or medication, except if required for international travel.
-) Finance charges or late fees of any kind.
-) Membership fees for airline, hotel, and rental vehicle clubs.
-) Fees or costs associated with membership in a private club.
-) Personal housekeeping expenses while traveling on Lighting business (e.g., lawn care, snow removal, pet sitting).
-) Personal entertainment (newspapers, magazines, books, movies, etc.).
-) Unexplained, excessive, unreasonable or lavish expenses.
-) Costs of double-occupancy room.
-) Flight or 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.
-) Roadside assistance or auto club memberships.
-) Membership in health clubs and associated fees (except for fees charged by hotels for use of fitness center by hotel guests).
-) Lost airline ticket fees.
-) Adult entertainment.