

GE HealthCare Supplier Travel and Expense Policy

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1. SCOPE

This GE HealthCare (HC) Supplier Travel and Expense Policy applies to Supplier personnel traveling on HC-related business which is reimbursable by HC. HC will reimburse Suppliers for necessary travel expenses incurred in the conduct of HC business (or as otherwise permitted by this policy).

2. SUBMISSION AND APPROVAL REQUIREMENTS

Supplier's personnel must submit expense reports to Supplier in accordance with Supplier's company guidelines. Designated HC Project Managers will receive periodic (but not less than monthly) statements from Supplier for review and to approve the appropriateness of trips and actual expenses for each Supplier personnel. All expenses are to be invoiced to HC with no markup and separately and clearly itemized on invoices. Receipts are required for all expense items. Any exceptions to the requirements set forth in this policy requires preapproval from designated HC Project Manager.

3. TRANSPORTATION

3.1. AIR TRAVEL

Suppliers are required to fly economy class for all flights, regardless of duration.

Supplier is expected to take the lowest logical fare available.

Associates may retain credits from frequent traveler programs. However, travel plans, routing requirements, etc., should not result in additional expense to HC nor require an increase in travel time during regularly assigned working hours.

The cost of upgrading an airline ticket to another class is not reimbursable. Baggage fees are generally reimbursable, however Supplier is expected to minimize the occurrence of these fees and only check the fewest bags possible. Additional checked baggage as required for business needs is also allowed, but Supplier should follow the business policy and applicable laws for shipping equipment, tools and/or merchandise.

Meal fees while flying are reimbursable.

Other ancillary fees charged by airlines for optional services are considered personal charges and may not be submitted. These include, but are not limited to, fees for early boarding, assigned seats, preferential seating (aisle, window, exit or other rows), class of service upgrades, wifi and entertainment.

3.2. GROUND TRANSPORTATION

Use hotel/airport shuttle services when practical.

For car rental, book C-Class vehicles or smaller, unless larger vehicle is needed to meet a business requirement. Approval for larger class of vehicle must be obtained from HC Project Manager prior to booking.

When using a personal vehicle, Supplier will be reimbursed at current IRS (or other applicable standard) rate per mile, which covers depreciation, insurance, and gas.

Ride share services, taxi, bus, shuttle or train fare is reimbursable to a HC office location

4. LODGING, MEALS, AND OTHER EXPENSES

4.1. LODGING

Make reservations at full-service, moderate or economy properties

Cancellation of Reservations – It is the Supplier’s responsibility to be sure that guaranteed hotel reservations are cancelled if they will not be used. Itineraries should be checked for the required cancelation time.

4.2. PERSONAL MEALS

Meals are reimbursable provided the Supplier personnel is on HC business, away from the Supplier associate’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.

4.3. OTHER REIMBURSABLES

Highway tolls and parking fees

Telephone and telecom (Internet or Wi-Fi) for HC related business use. Fees are not to exceed \$35 per day

Prior-approved expenses incurred in the production of HC related work.

5. GENERAL CONSIDERATIONS

Choose the lowest logical airfare when booking flights.

Book tickets as early as possible, preferably 14 days in advance.

Use videoconferencing to minimize travel costs.

Minimize number of personnel taking same trip.

Choose non-refundable airfare.

6. EXPENSES NOT REIMBURSABLE

The following items are considered to be of a personal nature and not reimbursable by HC:

- Membership fees for airline, hotel, rental vehicle and frequent flyer clubs
- Any fees or costs associated with membership in a private club
- Incremental costs of double-occupancy over single-occupancy rates for a spouse, family member or guest
- Hotel charges associated with cancellation
- Air flight and other travel insurance
- Meals provided or other gifts given to family or friends whose residence used “in-lieu-of” a hotel during a business trip
- Parking tickets or traffic violations
- Roadside assistance or auto club memberships
- Personal reading materials and entertainment items (e.g. newspapers, magazines, books, movies)
- Personal expenses incurred in Supplier personnel’s absence (e.g. lawn care, snow removal)
- Membership in health clubs and associated fees (except for fees charged by hotels for use of fitness center by a hotel guest)
- Lost airline ticket application fees
- In-room movies during hotel stays or charges for in-flight movies on airlines
- Mini-bar purchases
- Charges for barber shops, beauty salons, massages, shoeshine or similar items
- Purchase of clothing, toiletries or medicines (except for preventative medicines, immunizations, and anti-malaria supplies required for travel to specific areas by another HC policy or governmental agency recommendation)
- Adult entertainment

7. UNUSUAL EXPENSES

In the event there are valid business reasons to incur expenses not reimbursable under these guidelines, these expenses may be reimbursed with HC approval.

Review unusual circumstances with the HC Project Manager before making the purchase.

For any HC related travel involving interaction or working with government officials or healthcare professionals, Supplier personnel must fully comply with all applicable requirements set forth in the HC Global Interactions Policy. Details can be obtained by contacting the designated HC Project Manager assigned to the supplier engagement.