

ALOGENT HOLDINGS, INC.
TRAVEL AND EXPENSE POLICY

The Parties agree that Customer shall reimburse Alogent for reasonable and actual expenses incurred in the performance of the Services while traveling on Customer's behalf. Reimbursement shall be for authorized business travel only and must be approved in advance by the appropriate Customer manager.

1. Customer will reimburse Alogent for all reasonable and actual expenses incurred in connection with this Agreement, provided that such expenses comply with the following.
 - a. Airfare. When commercially reasonable, Alogent will use the lowest available "coach" fare, will use electronic tickets if possible, and will reserve tickets to meet advance ticket purchase requirements, provided that if Customer creates a schedule change resulting in an airline charge, Alogent will be reimbursed for such charges.
 - b. Lodging. Alogent will book hotel reservations at economically available rates at properties that are convenient to the applicable Customer facility, provided that such accommodations meet reasonable standards of cleanliness, security, etc.
 - c. Rental Cars. Alogent will reserve mid-size vehicles or smaller unless three (3) or more people are traveling together and a larger vehicle is required. In the interest of travel cost savings, every reasonable effort should be made to return cars with a full tank of gas. In the event that a rental car is not required, travel to and from airports should be by bus, shuttle, taxi, or limousine service. Alogent is responsible for traffic citations, parking tickets or other cited violations of applicable traffic regulations when on Customer business.
 - d. Meals. Alogent understands that reimbursement for meals will be based on what is considered to be reasonable and proper for the location and business requirement where travel is performed.
 - e. Miscellaneous Expenses. Alogent will submit all reimbursable expenses at actual cost with no mark-up. Examples of non-allowable expenses include the following.
 - Personal entertainment
 - Exercise, sauna or steam room expenses
 - Movie channel rental expense
 - Haircuts, manicures, magazines, shoe shines, newspapers, tobacco, etc.
 - Excessive personal long-distance phone calls
 - Theft, loss or damage to personal effects
 - Medical expenses
 - Air or auto insurance policies
 - Household expenses while away from home
 - Baby-sitting expenses / kennel fees
 - Cost of credit cards used to travel
2. Alogent will submit all Customer-related travel expenses to Customer in the form of an invoice which itemizes all expenses and includes original receipts, where available. Actual receipts are required for reimbursement of expenses which are \$25 or more.
3. Any other required travel or related expenses not described above must be pre-approved in writing by the Customer or will not be reimbursed.