

REIMBURSABLE EXPENSE GUIDELINES

SELLER IS RESPONSIBLE FOR ALL TRAVEL ARRANGEMENTS IN CONNECTION WITH THE SERVICES PROVIDED FOR PURCHASER FOR THIS CONTRACT.

SELLER shall document all travel-related expenses on a Summary Sheet (*see attached*) with detailed receipts/statements attached for all expenditures. All expenses must be documented with the name of person, the date, the location and the amount and type of the expenditure. Expenses submitted without receipts will not be reimbursed. PURCHASER will reimburse SELLER for all reasonable and actually incurred direct expenses without markup.

REIMBURSABLE EXPENSES SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:

1.0 Business Meals (Domestic and International Meal Limits):

PURCHASER will reimburse the actual cost of personal business meals, which include food from hotels, restaurants as well as supermarkets, when appropriate itemized receipts/statements are included. Expenses will be reimbursed based on actual costs and will not include alcoholic beverages.

Personal daily meal maximums per location are provided below, apply per person, and include beverages, and taxes.

Location	Maximum Amount per person (Including Beverage, Tax and 20% Tip)			
	Breakfast	Lunch	Dinner	Full Day
Domestic USD				
Alaska	22	28	47	96
Chicago	22	24	37	83
Hawaii	24	32	54	110
Las Vegas	20	23	37	80
Miami	24	26	41	91
New York	24	29	43	96
Puerto Rico	18	24	40	82
Seattle	20	23	53	96
All Other - USD	20	23	37	80
International				
Australia - AUD	25	45	70	140
Canada - CDN	22	36	58	116
France - EUR	20	33	53	106
Germany - EUR	18	30	46	94
Greece - EUR	16	26	42	84
Italy - EUR	22	37	59	118
Japan - YEN	4,000	4,500	8,000	16,500
Mexico - PES	165	280	445	890
Tahiti - XPF	1,900	3,200	5,100	10,200
United Kingdom - GBP	20	30	45	95

Korea- KRW	20,700	34,800	53,300	108,800
Singapore- SGD	35	46	71	152
Taiwan-TWD	470	800	1,200	2,470
Hong Kong-HKD	165	278	426	869
China- Beijing-CNY	151	255	390	796
China-Chengdu -CNY	81	136	209	426
China-Guangzhou- CNY	114	193	295	602
China-Shanghai- CNY	151	255	390	796
China-Shenyang-CNY	77	130	200	407
China-Tianjin-CNY	98	165	252	515

2.0 Air Travel:

PURCHASER will reimburse the SELLER for the purchase of the lowest available domestic or international coach/economy class fare for all air travel. Any changes to air travel resulting in additional costs, not due to PURCHASER'S request, will be paid by the SELLER.

3.0 Travel Time:

SELLER's employee's travel time will be reimbursed at half (1/2) billable daily rate.

4.0 Ground Transportation:

The SELLER will be reimbursed for the most economically (midsize class or lower) priced ground transportation.

All Taxi and Shuttle services will be reimbursed at actual costs. SELLER will be reimbursed for personal transportation to/from airport/ hotel/ vessel at PURCHASER'S current reimbursable rate, which is based on US IRS standards.

5.0 Shipboard Accommodations:

SELLER will be expected to stay onboard Princess Cruise's vessel. PURCHASER will not reimburse SELLER's hotel costs if reasonable accommodation onboard the vessel is offered to SELLER.

6.0 Hotel Accommodations:

If necessary, SELLER is expected to select a moderately priced hotel that is convenient to the work location. Hotel accommodations should be standard single or double occupancy rooms (no suites). PURCHASER will not reimburse SELLER for failure to cancel hotel reservations when a change in plans will result in costly no-show charges.

7.0 Travel Documents:

SELLER warrants and represents that its employees performing the work shall have all necessary travel documents, including, but not limited to, valid passports and appropriate immigration work permit.

8.0 Non-Reimbursable Expenses:

In addition to those items set forth above, the following are further examples of non-reimbursable expenses:

- Advances - credit/debit card or ATM
- Alcoholic beverages
- Automobile - traffic and parking citations
- Automobile - phone equipment accessories
- Clothing
- Computer software/hardware
- Air and mobile phone fees
- Automatic teller machines (ATM) fees
- Credit card renewal and/or late fees and/or finance charges
- Internet/online fees
- In-Room movies, theater and miscellaneous entertainment
- Loss of personal property or tools
- Mileage to/from office to the work site
- Self-purchased flight insurance
- Souvenirs
- Sundries –personal use items such as: toothpaste, shampoo, deodorant, prescription drugs or any over-the-counter medication i.e., Tylenol, Advil, cold remedies, etc.
- Sundries -such as newspapers, magazines, books, cards, stamps, tobacco products, photos, film purchased and developed for personal use, spa purchases, etc.

9.0 Foreign Exchange Conversion:

- a) SELLER must submit its reimbursable expenses in the currency of their authorizing Purchase Order.
- b) When a credit card is used, the actual exchange rate charged to the SELLER’S account will be reimbursed. A copy of the SELLER’S credit card statement must be provided.
- c) When a currency exchange receipt is not provided, and a credit card is not used, the SELLER should document the purchase date and the currency rate for that date using a printout out from www.oanda.com website.

PROCEDURES FOR REQUESTING TRAVEL EXPENSE REIMBURSEMENT

In order for travel expenses to be reimbursed, the following guidelines must be adhered to:

- When submitting documentation, the Reimbursable Expense Guideline Summary Sheet must be attached and filled out. The lines must be numbered with page numbers for reference, and the conversion rate used must be provided for all applicable currencies. The PO number, Company Name, Project Name, dates and Project Location must also be provided.
- When submitting receipts they should be organized by expense type.
- For the receipts, you should have one page of receipts per cell on the summary sheet where possible.
 - For example, if you are stating that John Smith had \$100 worth of meals on your summary sheet, all receipts that total \$100 must be on the same page and labeled as such (page should be identified as Meals- John Smith). If more than one page is required for all receipts that apply to a charge, this is acceptable as long as the summary sheet notes the multiple page numbers that the receipts can be found on.
 - If a receipt is split between multiple people, it must be noted next to the receipt who is included with a breakdown of what goes to each person (total amount). This only needs to be included once.
- All receipts must be legible, detailing the location, amount, currency billed, items ordered with prices charged.
 - If the copy of the receipt is not clear, you may write the information on the paper next to the receipt.
 - Please translate all receipts to English.
- Any receipts that do not follow the above guidelines will not be paid.
- In terms of the travel time and hours spent working on the ship, time sheets must be provided and must be stamped by the ship.
- Any travel request turned in that doesn't follow these requirements will be rejected and returned to the vendor. When the vendor has corrected it to these standards, they can re-submit their documentation for auditing.

SUBMITTING TRAVEL EXPENSES:

The process is to be carried out as stated below:

- Vendor is to submit the reimbursable expenses packet as one email to travelexpenses@princesscruises.com
- Once submitted, documents will be audited by the Supply Chain Administration and Compliance team who will abide by the above Reimbursable Expense Guidelines.
- After the auditing has been completed and all charges have been verified or denied, the packet will be turned over to the buyer to action. At that time, the buyer will inform the vendor what amount has been added, what will not be paid with reasons noted by the auditor, and will advise them to submit their invoice to Accounts Payable for payment.
- If the vendor chooses to respond with missing documentation or justification for a short paid or denied charge, the vendor must submit the original expense summary sheet with the new backup to travelexpenses@princesscruises.com, where the process will start again.