

Contractor Travel & Expense Guidelines

(Applicable to Contractors & Personnel Traveling to Purchaser's Vessels, Ports, or Other Locations)

1. Purpose & Scope

These guidelines apply to contractor travel and expenses associated with work performed on Purchaser's vessels, ports, or other designated locations. This includes routine operational support, technical services, inspections, repairs, and similar non-dry dock activities.

These guidelines also apply to dry dock or project-based work unless alternative arrangements or instructions are expressly agreed in writing with Purchaser project management or operations teams.

When Purchaser arranges travel, these rules govern the standards for travel, lodging, and expense reimbursement. When SELLER is instructed or permitted to arrange travel, these guidelines define what expenses are reimbursable and establish baseline expectations for cost control, documentation, and compliance.

Where additional written instructions are issued by Purchaser project management or operations teams for a specific project, assignment, or dry dock, such instructions may supplement or modify logistical execution requirements. Absent such written agreement, these guidelines apply in full to reimbursement eligibility, cost controls, and audit rights.

Any such written instructions or agreed deviations shall apply only to the specific project, assignment, or circumstance for which they are issued and shall not be interpreted as a blanket or permanent modification of these guidelines.

Purchaser may share contractor personal and travel information with shipyards, vessel operators, immigration authorities, and other regulatory bodies as required for access, security, and compliance purposes.

2. General Requirements

- All reimbursable expenses must be reasonable, necessary, directly project-related, and supported by itemized receipts.
- Expenses are reimbursed at actual cost only; no markup is permitted.
- Flat per diem payments are not permitted unless expressly approved in writing by Purchaser. Any stated daily meal allowance represents a reimbursement cap, not an entitlement.
- Upgrades (airfare, hotel, vehicle) require prior written approval.
- Non-standard or higher-cost travel requires prior written approval.
- Expenses without required documentation may be rejected.

- SELLER is responsible for ensuring personnel have valid passports, visas, vaccinations and any required work permits. SELLER must anticipate and cover costs associated with country entry requirements unless otherwise agreed in writing.

2A. Authorization Requirements

- Travel and related expenses are reimbursable only when pre-approved by Purchaser for the applicable project or assignment.
- All reimbursable expenses must comply with Purchaser's travel and expense guidelines.
- Unless otherwise agreed in writing with Purchaser, Project Management or Operations Teams, Purchaser will be the default arranger of all travel and lodging directly.
- If Purchaser books travel or lodging on SELLER's behalf, SELLER is responsible for any costs arising from SELLER-initiated changes, cancellations, or no-shows. Costs resulting from changes or cancellations made within forty-five (45) days of travel may be charged back to SELLER and must be reimbursed within thirty (30) days of notice. Purchaser may offset unpaid amounts against future payments.
- Any deviation from these guidelines requires prior written approval from Purchaser.

3. Key Notes

Air Travel

- Purchaser books air travel unless otherwise agreed.
- If SELLER books flights, they must be the lowest economy fare, booked at least 45 days in advance, and invoiced at actual cost.
- Personal deviations, stopovers, or route changes are not reimbursable.

Meals

- Meal expenses are reimbursable at actual cost up to USD \$70 per day, inclusive of taxes and non-alcoholic beverages, unless otherwise approved in writing.
- Itemized receipts required.
- Alcohol is not reimbursable.
- When accommodated or working onboard, meals are provided; hence meal claims are not reimbursable for those days.

Ground Transportation

- Use the most economical option for any ground transportation option.
- Taxis, shuttles, and rideshare services reimbursed at actual cost.
- Personal-vehicle mileage reimbursed at Purchaser's IRS-based rate.
- Vehicle upgrades, luxury rentals, or town car services are not reimbursable.
- If car rental is pre-approved, fuel costs will be reimbursed at actual cost.

Accommodations

- Default lodging is onboard the vessel when available.
- Cabin assignments are determined by the vessel. When multiple SELLER personnel are present, double occupancy is the standard arrangement for all SELLER personnel assigned to vessel or project accommodations.
- Hotels may be used only when vessel lodging is unavailable and must be moderately priced and business-appropriate. Standard rooms only; suites or premium room categories are not reimbursable.
- If Purchaser books lodging (hotel or onboard), SELLER is responsible for any no-show, late-cancellation, or SELLER-initiated change fees.

Travel Time

- If travel time is approved, it will be reimbursed at half (½) the billable daily rate unless otherwise agreed in writing with Project Manager.

4. Non-Reimbursable Expenses

- Alcoholic beverages, personal entertainment, toiletries, souvenirs.
- Clothing, tools, software, electronics unless explicitly required for project execution and pre-approved in writing. (Note: required PPE cost should have been part of the original proposal)
- Bank fees, credit card interest, traffic violations, or related penalties.
- Airfare/hotel/vehicle upgrades, mobile phone charges.
- Costs related to personal travel deviations or extended stays.
- Travel to Purchaser's offices unless explicitly agreed in writing.
- ATM fees, in-room movies, spa services, personal sundries (toothpaste, shampoo, medications, etc).
- Any costs incurred without prior Purchaser approval

5. Submission Requirements

- All reimbursable travel and expense costs must be submitted as part of an invoice against an active Purchase Order (PO).
- All submissions are subject to Purchaser review, approval, and audit; submission of expenses does not constitute acceptance or a guarantee of reimbursement.
- For all submissions above \$10,000 or 10% of the total service value, submit a completed Reimbursable Expense Summary Sheet including PO number, project name, travel dates, and receipts (unless itemized on the revised invoice.)
- Organize receipts by category; translate non-English receipts.
- Receipts must be legible and grouped by expense type. If shared, note the breakdown per person. Label pages clearly (e.g., "Meals – John Smith").
- Submit within 30 days of project completion; non-compliant submissions may be rejected.

- Foreign Exchange: Expenses must be submitted in the currency of the applicable PO. When a credit card is used, the credit-card statement or transaction record showing the actual exchange rate applied by the issuing bank must be provided. If no receipt or card record is available, the applicable exchange rate must be documented using www.oanda.com (or successor site) based on the transaction date.
- Only expenses expressly approved by Purchaser for the applicable project or assignment, and submitted in accordance with these requirements, will be considered for reimbursement.

6. Auditing & Compliance

- Purchaser reserves the right to audit all expense submissions for compliance.
- Non-compliant or incomplete submissions may be returned for correction or rejected, delaying payment
- Approved expenses may be short-paid if documentation or requirements are not met.
- Questions or clarification requests must be directed to Purchaser's project or travel team before travel occurs or expenses are incurred.