

UNITEDHEALTH GROUP

TRAVEL AND EXPENSE POLICY FOR SUPPLIERS

Vendor's failure to comply with these policies may result in denial of reimbursement for claimed expenses, at Customer's option. Personal expenses incurred while traveling are not reimbursable.

Expense Guidelines:

1. Air Transportation

- (a) All domestic business air travel will be by coach/economy class. Upgrades are allowed at Vendor's expense as long as the lowest logical fare is utilized.
- (b) When making airline reservations, Vendor is required to accept flights that utilize "lowest logical fare" routing, as such term is defined and/or generally used in the travel industry. Vendor personnel will be required to take connecting flights, direct flights or go to an alternate airport if the routing does not increase the one-way total elapsed trip time by more than two (2) hours (e.g., two (2) hours before or after requested departure or arrival time); exceptions to utilizing lowest logical fare routing must be approved by Customer in advance.
- (c) Frequent Flyer program benefits must in no way influence flight selection.
- (d) Vendor must make travel reservations for its personnel as soon as they are made aware of the need for travel to take advantage of lower airfares.
- (e) E-tickets should be used whenever possible in place of pre-paid tickets to reduce costs.
- (f) Customer does not reimburse costs of flying private aircraft.

2. Car Rental and Parking

- (a) Vendor personnel may rent a car of compact or intermediate size. Three (3) or more Vendor personnel traveling together may rent a full size vehicle.
- (b) Car rentals should be utilized only when the cost of the rental car is more cost effective than the usage of hotel transportation, personal vehicles, airline, rail travel or taxi.
- (c) Every reasonable effort must be made to return the rental car to the original rental location (unless approved in advance for a one way rental). Cars must be returned on time to avoid additional hourly charges (late fees begin to accrue after a 1-hour grace period), and with a full tank of gas.
- (d) Parking will be reimbursed up to a reasonable level.

3. Ground Transportation

- (a) Vendor personnel are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:
 - (b) Courtesy cars/Hotel shuttle services;
 - (c) Airport limousine or buses; and
 - (d) Taxis.

4. Lodging

- (a) Vendor personnel are expected to use the most economical lodging appropriate under the circumstances, subject to the following additional guidelines:
 - (b) Vendor will not be reimbursed for "no-show" charges.
 - (c) Frequent Guest programs may in no way influence hotel choice.

(d) No hotel phone calls or internet charges will be reimbursed.

5. Meals

- (a) Aggregate daily individual meal expenses may not exceed \$40.
- (b) Meals will be reimbursed for actual expense.
- (c) A receipt must be provided with the expense report.
- (d) Tear Tabs are not, under any circumstances, acceptable meal receipts.

Expense Report Submission:

The following original documentation, at a minimum, is required for all expenditures:

Expenditure	Documentation
Air Transportation	Designated travel agency invoice itinerary or airline passenger ticket receipt.
Car Rental	Car rental itemized billing receipt.
Lodging	Hotel guest folio / receipt with itemized charges.
Meals and Entertainment	Receipt for all meals.
Taxi/local transport	Transportation receipts for all single expenses.
Other expenses	Merchant receipts and/or supporting documentation for all single expenses.