

Amadeus Hospitality

Travel, Lodging and Entertainment Policy

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Security level	Public
Company	Amadeus Hospitality Americas, Inc.
Department	Professional Services

Travel

Amadeus has contracted with designated travel agencies to provide global travel services. Utilization of Amadeus's eTravel Management tool is encouraged to ensure the selection of the most logical and economical travel. Every effort will be made to take the lowest available means of transportation, in accordance with the Travel, Lodging and Entertainment policies outlined below.

- Reimbursed transportation/auto/rail/air to and from the destination point shall be for "coach/economy" class for domestic flights and international flights under eight (8) hours.
- Reimbursed international transportation/auto/rail/air exceeding eight (8) hours to and from the destination point shall be for "premium economy" class for flights.
- Ground transportation to and from the airport shall be in the form of taxis or ride share (eg. Uber) to and from the applicable airport. Rental Cars will be reimbursed for longer distances or as required by the customer.
- Reimbursed ancillary airline fees include baggage fees and seat-selection fees. Extra-leg room seat fees are reimbursed on flights exceeding eight (8) hours where Premium Economy was not purchased.

Lodging

- All lodging shall be reasonable and modest (*i.e.*, the costs of suites will not be reimbursed) based on regional standards.
- Customers with hotel accommodations will supply a comped hotel room in connection with Amadeus' performance of onsite professional services. Customers without hotel accommodations to comp, may provide guidance to Amadeus regarding preferred hotels, provided the preferred lodging is within a reasonable distance of where the services are to be performed.
- Lodging will be reimbursed beginning with the night prior to the performance of services and typically ending the day of the last day of services. Lodging for the night after the conclusion of services will be reimbursed only if (i) Customer expressly authorizes the additional night, and (ii) if flight availability so requires.
- Lodging in a secondary location will be reimbursed when travel is disrupted (eg. missed flight connections resulting in an overnight stay elsewhere).

Meals

- All meals (including beverages) shall be reasonable and modest (typically in the Customer's hotel restaurant or room service for Customer's providing hotel accommodations).
- Customers with restaurants will supply comp meals in connection with Amadeus' performance of onsite professional services. Customers without food and beverage facilities may provide guidance to Amadeus regarding preferred local restaurants Amadeus is to use, provided the local restaurant is within a reasonable distance of where the services are to be performed.
- Meals in a secondary location or airport will be reimbursed during transit or when travel is disrupted (eg. missed flight connections resulting in an overnight stay elsewhere).

Gratuities

- Reimbursed gratuities as deemed by local standards.

Laundry; Dry Cleaning

- Reimbursed laundry and/or dry cleaning for services longer than five (5) days in duration.

Entertainment

- No costs associated with entertainment will be reimbursed.