

IDEXX U.S. Supplier Travel Guidelines

Domestic Air Travel

Airline Class of Service

All domestic air travel must be in coach class. Consultant's travelers are expected to book the lowest logical airfare. This is based upon a routing and schedule that allow business to be conducted in a timely manner without undue inconvenience to the traveler or IDEXX.

Changes/Upgrades

Only business critical issues should result in changes made after tickets are issued to assist Consultant and IDEXX with consistently obtaining the lowest airfare. Consultant's travelers may not upgrade at the expense of IDEXX. Consultant's travelers may elect to upgrade at their personal expense.

Lodging

Hotel Reservations

Hotel reservations may be made through Consultant's reservation process. However, IDEXX does have local discounted hotel rates which may be lower than Consultant's rates. Consultant can work with IDEXX point of contact or IDEXX Travel Department for a list of local hotel rates for business purposes, only.

Hotel Selection Guidelines

Consultant's travelers are required to use properties listed in the moderate category. Travelers may accept room upgrades as long as the upgrade is at no additional cost to IDEXX. Hotel stays longer than one (1) week, should be brought to the attention of IDEXX Travel Department as there could be lower rates available.

Cancellation

Travelers are responsible for cancelling hotel reservations within the timeframe specified on the reservation. IDEXX will not reimburse any traveler for cancellations that result in a "no-show" charge unless sufficient proof is presented that the billing occurred in error.

Rental Car

Rental Car Guidelines

Consultant's travelers should rent mid-size/intermediate category cars from National/Enterprise using IDEXX's discounted rate (contract ID XZ10D40) unless the Consultant's rates are lower. Full-size, premium or luxury vehicles are not permitted unless the cost is equivalent to mid-size or there are no other options available.

Upgrades

Travelers may rent a vehicle one (1) class higher when:

- two or more people are traveling together
- cars in authorized category are not available
- upgrade is available at no extra cost
- for pre-approved medical reasons (i.e., drivers with disabilities)

Returning Rental Cars

Travelers are expected to abide by the rental company return policies and not pay for convenience charges such as not returning the car with a full tank of gas, nor accident/damages.

Other Transportation

Reimbursement for Car Usage

Travelers will be reimbursed for business travel expenses when utilizing their own vehicle. For the U.S., travelers will be reimbursed at the current standard IRS rate for non-sales representatives. Consultant's travelers are expected to compare the cost of rental car vs the cost for mileage reimbursement and make a reasonable choice between rental and personal vehicle.

Meals

Meal Expenses

Travelers will be reimbursed for meal expenses (including appropriate personal and business meals) according to actual and reasonable cost with an itemized receipt for all meals over \$25. There is a current meal expense limit for dinner of \$50, including tax and tip. Any amount over the specified limit will require reasonable clarification.

Questions

The IDEXX North America Travel Manager can be reached by IDEXX relationship owner with questions regarding these guidelines.