



**APPENDIX A  
TRAVEL, LODGING AND EXPENSES POLICY**

**Air Fare**

JDA will work to obtain the lowest available fares for air travel at the time the Customer commits to specific travel dates; however, JDA also does not require their associates to travel on weekends to arrange a cheaper fare, i.e. stay over Saturday night to obtain a discounted fare. Air fare costs include, but are not limited to:

- Customer is responsible for customary booking fees charged by travel agency;
- Customer is responsible for upgrade to business class when the JDA associate is required to travel outside of North America (i.e. EMEA, APAC, Central /South America).

**Hotel Rates**

As JDA associates travel regularly, JDA has minimum standards for hotel accommodation, specifically, but not limited to:

- Rooms cannot be accessed directly from the outside;
- Room service must be available;

**Daily Subsistence**

Subsistence is to reimburse associates for out-of-pocket costs such as breakfast, dinner and normal incidental expenses (hotel tips, laundry, dry cleaning, etc). Per diems are paid for all travel days (including weekends) and are in compliance with governmental reimbursement guidelines.

<u>Current Per Diem Rates</u>	<u>Regular Cost Cities</u>	<u>High Cost Cities</u>
Breakfast	\$11.00	\$14.00
Dinner	\$27.00	\$35.00
Miscellaneous	\$ 7.00	\$ 9.00
Daily Total:	\$45.00	\$58.00

High cost cities will be charged at the current IRS per diem rate. Customers will be billed the daily subsistence in US dollars regardless of associate home location. The daily amount provides more flexibility in meeting the incidental expenses described above and is charged for every day the associate is traveling. Daily subsistence rates are subject to change in accordance with current IRS per diems, including the definition of high-cost cities.

**Travel Days**

The daily subsistence amount will be claimed for incidental costs incurred on a travel day.

**Mileage Reimbursement**

Our rates are set in compliance with IRS guidelines. These rates reflect any miles driving in the associate's own car as a result of driving to/from airports and to/from Customer sites. Mileage reimbursement rates are subject to change in accordance with current IRS guidelines.

**Parking Reimbursement**

Associates will be reimbursed for long-term parking at airports, Customer sites or on any JDA business.

**Gas Reimbursement**

Gas expenses are paid on Rental Vehicles only.

**Communications Charge**

In lieu of individual telephone communications charges, Customer will be billed a flat communications charge of \$75 per associate, per month, to cover all telephone and facsimile charges. For Projects lasting less than a full month in scope, this charge will be prorated. Internet connectivity charges are passed through at cost and are not included in the telecommunications charge. Customer will be billed Communication Charge in US dollars regardless of associate home location.

**Long Term Onsite Assignments**

It is JDA's policy that no consultant will remain on assignment for more than 11 months. If the Customer requires that a consultant remain on assignment for more than 11 months, then the Customer will be billed for taxes related to the portion of the expense reimbursement that is taxable