**RESIDEO TRAVEL GUIDELINES FOR SERVICE PROVIDERS**

It is Resideo’s policy to conduct business travel in the least expensive manner following the guidelines defined within this document. No Service Provider should materially or monetarily benefit nor be penalized because of expenses incurred while traveling for Resideo. Reimbursement will be made for actual, reasonable and proper expenditures incurred in the conduct of approved Resideo business. The purpose and amount of the expenditure should conform to the ethical and legal standards of conduct expected of all Resideo Service Providers.

*Any exceptions taken to these Travel Guidelines for Service Providers must be approved in writing by the CFO of the contracting entity.*

AIR TRAVEL

A. All air travel must be booked economy / coach class.

B. All Service Providers must select the lowest logical airfare. For domestic travel, select the lowest logical airfare within a 4-hour window of the desired departure time (2 hours before and 2 hours after), including connecting flights requiring not more than one connection per direction.

 For international travel, select the lowest logical airfare within an 8-hour window (4 hours before and 4 hours after) of the requested time of travel for long-haul, out of country travel. For travel between USA and Mexico, between USA and Canada, between Asia and the Pacific (including India) and between Europe and the Middle East, the 4-hour window will apply.

C. Where possible, travelers should make flight reservations at least 14 days in advance of the travel date to take advantage of advance purchase discounts.

CAR RENTAL

A. Rental automobiles should be used only when economically justified over all other means of transportation (e.g. taxi, public transportation etc.).

1. Intermediate cars should be used unless equipment is being carried or number of passengers requires a larger vehicle. If larger than intermediate car is rented, need to provide justification rationale for the larger vehicle
2. If there is a need to rent a car and Resideo will reimburse for the expense, the car should be rented through Resideo’s preferred car rental providers. In the United States, Puerto Rico and Canada, the car rental providers are National and Enterprise. The contract number to use for both brands when renting is XZ24HSP. For Europe and Australia, the car rental provider is Europcar. The contract number to use is 50488454 EP.
3. Resideo’s rates include both Liability Insurance and Loss Damage Waiver. If the Service Provider purchases additional insurance, the cost of the insurance will *not* be reimbursed by Resideo. If the Service Provider has a need to use the car insurance and the liability limits are in excess of those provided by the respective car rental agency, the Service Provider is responsible to pay the excess/deductible.
4. Please note that the contract numbers are strictly confidential and may not be used or disclosed to anyone other than to representatives of National, Enterprise, or Europcar when reserving a car.

SHUTTLE SERVICE - TAXI - LOCAL TRANSPORTATION

Commercial ground transportation such as shuttles, taxis, and public transportation should always be utilized in preference to renting a vehicle unless the use of the rental automobile is more cost effective.

At no time is a private car and driver (e.g., black car, limousine service, etc) acceptable; this mode of transportation is not reimbursable.

LODGING

Contact the Resideo person providing work direction for assistance in arranging lodging at the Resideo location being visited. Where available, and to the extent possible, Service Providers should stay at Resideo preferred hotel properties where Resideo has a negotiated rate. In addition, Service Providers should request any special, published rates available upon check-in at the local property. Only standard room accommodations will be reimbursed; suites, concierge level, etc room types are not reimbursable unless they are provided at the same rate as the property’s standard room rate or Resideo’s negotiated rate, whichever is lower.

PERSONAL EXPENSES

Expenses of a personal nature that are not considered necessary in the conduct of company business will not be reimbursed.

MEALS

Actual expense of meals, including gratuity, within reasonable limits (generally not to exceed a total of $70 per day) will be reimbursed. Alcohol will not be reimbursed

# TELEPHONE CALLS

Reasonable business-related phone calls are reimbursable; personal telephone calls are not reimbursable.

ENTERTAINMENT

Entertainment expenses incurred by Service Providers in the course of Resideo business are not reimbursable.

EXPENSE DOCUMENTATION

An itemized per-day listing of Reimbursable Expenses will be submitted. **Original** receipts are required for each travel-related expenditure of $25 or more. Proper receipts are as follows:

*Airfare*: Airline ticket (will be eligible for reimbursement only after the trip has taken place)

*Hotel*: Itemized hotel bill showing “Paid in Full“

*Car rental*: Rental agreement showing “Paid in Full”

*Meals*: Detailed receipts which denotes what was ordered. Tear tabs are insufficient documentation for meal spending and are not acceptable.

*Phone calls*: Person called/Business reason

*Cash Out-of-Pocket Expenses*: Original receipts are required for all cash out-of-pocket expenses regardless of dollar value.

PAYMENT

Service Provider should use their company’s corporate credit card or their personal credit card for payment of their travel expenses. Service Provider’s company will be reimbursed for Resideo-approved travel expenses through the normal invoice process.