

TRAVEL & BUSINESS-RELATED EXPENSE REIMBURSEMENT POLICY FOR CONSULTANTS

STATEMENT OF GENERAL POLICY

This document describes the Pacific Life business expense, travel and reimbursement requirements applicable to Consultants who travel for Pacific Life business. Consultants include contractors or other non-employees who are providing services under agreement with Pacific Life. Consultants must obtain approval for travel from the Pacific Life project stakeholder ~~to~~ making travel arrangements.

PURPOSE

It is the intention of Pacific Life to reimburse C

- o Payment made by personal gift cards, certificates, coupons, credits, and vouchers are NOT reimbursable. Only out of pocket expenses will be reimbursed.

AIR TRAVEL REQUIREMENTS

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NON-REIMBURSEABLE AUTOMOBILE EXPENSE

- Prepaid Fuel (PFO or FRO) any fuel fees will not be reimbursed.
- Supplemental Rental Car Insurance– Consultant is responsible for rental car insurance coverage while driving on Pacific Life business.
- Rental car upgrades that are not within policy requirements.
- Satellite Radio.
- Traffic or parking citations received by Consultant on authorized company business.

NON-REIMBURSABLE MISCELLANEOUS EXPENSES

- Personally obtained travel accident insurance
- Personal services (tours, shoeshine, massages, barber/styling salon)
- Personal entertainment including books, magazines, theater and movies, dining events, in flight or in-room movies
- Personal purchases such as briefcases or suitcases
- Costs related to travel of significant other or dependents
- Mini-bar or alcoholic beverages for individual personal consumption
- Cellular phone service, home internet service
- Passport and visa fees are not reimbursable unless the Consultant is required to travel abroad for the purposes of performing services per the agreement