

### Travel and Business Expenses:

CSXT will reimburse suppliers, at actual cost, for all reasonable, real and necessary travel and business expenses incurred by supplied Surveyors, Technical Support personnel, Field Supervision, Construction and Project Managers, while performing services for the benefit of CSXT, in accordance with the following guidelines:

- (1) Accounting - The supplier shall provide detailed documentation (tabulated and summarized) for all travel and business expenses. Receipts must be provided to support each expense account item. No per diem allowances will be paid for any expenses.
- (2) Meals – Breakfast, lunch and dinner expenses are reimbursable while traveling. Meals associated with marketing efforts are considered part of a supplier's overhead and are not reimbursable. Meals should NOT be purchased for CSX employees, as they are already furnished with a per diem allowance or an internal expense account that covers their meals. The detailed receipt must be included to be eligible for reimbursement. If only the signature slip is submitted, the meal will not be reimbursed. No alcohol or tobacco products will be reimbursed. The detailed/itemized receipt must be included to be eligible for reimbursement. If only the signature slip is submitted, the meal will not be reimbursed. Some restaurants only give the tear off ticket as a receipt. This can be accepted but a detailed receipt is preferred. No alcohol or tobacco products will be reimbursed. Each individual is responsible for his/her own meal. Only one meal should appear on a receipt.
- (3) Lodging – Lodgings are reimbursable. Managers should select lodgings that are comparable to the standard CLC establishments that CSX managers use. The facilities should be clean and reasonably priced. Apartment rentals are not reimbursable.
- (4) Mileage – Mileage for use of a personal vehicle is reimbursable at the CSX authorized rate. Mileage will only be paid when properly documented (daily) as use for CSX business purposes. We will not pay prorated amounts for all mileage from the beginning to the end of the month. The CSX project manager can advise you on the current authorized mileage rate and any future changes to the rate.
- (5) Airfare – Air travel should be pre-authorized by a CSX project manager. CSX will reimburse the cost of pre-authorized airfares.
- (6) Rental vehicles – The cost of a rental vehicle and fuel for the rental may also be authorized by the CSX project manager. CSX will reimburse the cost of pre-authorized vehicle rentals.
- (7) Any other expenses (phone and fax charges, laptop usage, etc.) shall be covered by the supplier's overhead included in the supplier's hourly rates or fixed-format engineering / design costs.
- (8) CSX may grant exceptions to these guidelines under special circumstances. An addendum to the supplier's service contract will be required to authorize such exceptions.