

LexisNexis Travel Reimbursement Guidelines For Contractors, Consultants and Service Providers 2004

Airfare

LexisNexis will reimburse for Super Saver, Tourist and Coach class airfare. LexisNexis will not reimburse for First Class or Business Fare. Airfare may be booked through World Travel Partners (WTP). Your LexisNexis contact can put you in touch with the LexisNexis travel office. Preferred airlines include: American Airlines, British Airways, Continental Airlines, Delta Airlines, America West Airlines, Northwest Airlines/KLM-Royal Dutch Airlines, US Airways, Frontier and American Trans Air.

Personal Auto

Mileage directly associated with the subcontracted work will be reimbursed at the current IRS published mileage reimbursement rate. Mileage reimbursement does not apply to Contractors working as supplemental staffing to LexisNexis.

Taxi cabs, Parking, etc.

Taxi, bus, rapid transit, airport limousine, tolls and parking charges are reimbursable if directly associated with the subcontracted work. Airport or long-term parking at an airport is reimbursable with an original receipt. Hourly airport parking will only be reimbursed if it is for the purpose of drop-off or pickup of the individual traveling to LexisNexis and it averts the need for long-term parking.

Per Diems:

LexisNexis will reimburse subcontractor based on actual expenses incurred up to the maximum per diem rates listed below for Lodging, Meals and Rental Car.

Location	Lodging Per Night Maximum Average of Mid-price to Upscale Lodging Per Diem	Meals & Expenses Maximum Includes Breakfast, Lunch, Dinner, Tax & Tip @ 15% Per Diem	Rental Car Maximum Average of Mid Size and Full Size Car Per Diem
Albany, NY	\$120	\$43	\$54
Atlanta, GA	\$150	\$47	\$54
Bellevue, WA	\$119	\$73	\$58
Boston, MA	\$156	\$56	\$84
Charlottesville, VA	\$87	\$38	\$63
Chicago, IL	\$196	\$56	\$83
Colorado Springs, CO	\$71	\$42	\$69
Dallas, TX	\$134	\$49	\$60
Dayton, OH	\$86	\$42	\$56
Houston, TX	\$134	\$45	\$67
Los Angeles, CA	\$144	\$55	\$66
Miami, FL	\$132	\$50	\$42
New Providence, NJ	\$125	\$55	\$78
New York City	\$210	\$78	\$81
Orlando, FL	\$136	\$58	\$37

Philadelphia, PA	\$158	\$46	\$91
Provo, UT	\$69	\$48	\$41
San Diego, CA	\$158	\$48	\$81
San Francisco, CA	\$180	\$55	\$71
Seattle, WA	\$119	\$46	\$58
St. Louis, MO	\$109	\$48	\$50
Washington D.C.	\$160	\$62	\$45

Per Diems based on commercially available internet travel site information or internal LexisNexis established per diems.

- ☀ **Lodging should be arranged and/or approved through a LexisNexis contact.**
- ☀ **Meal Per Diem includes Breakfast, Lunch, Dinner, Tax and 15% Tip.**
- ☀ **The preferred Rental Car Agencies for LexisNexis are Avis (RE contract rates).**
- ☀ **All original receipts (no photocopies) must accompany all expense reports submitted with invoicing. Invoice payment will be delayed until original receipts are submitted.**
- ☀ **These guidelines may not be applicable to offshore or non-domestic travel, where the per diems are negotiated and outlined within the contractual agreement.**

Non-Reimbursable Items

First Class or Business Class Airfare and airline change fees	Air phone charges	Luggage Roll Carts
Airline club membership fees	Entertainment tickets (Sports, Theater, etc.)	Transportation to and from subcontractor's office or first/last "report to" location.
E-Mail access charges	In-room movies, video, games or entertainment.	Laundry/dry cleaning
Haircuts, Tanning Services, Massages, Spa Charges	Newspapers and Periodicals	Shoe shines
Dues/Membership Fees	Personal travel accident insurance	LexisNexis will not reimburse for vehicle upgrades, optional insurance on rental car, optional equipment, such as mobile phones, mapping/positioning systems, etc.
Cab fares for non-business related travel.	Telephone Calls charged on hotel bills	Parking (at the office)
Personal Telephone Calls	Credit card fees	Express mail services, unless authorized by hiring manager.
Charitable Donations	Babysitting fees	Meals purchased for LexisNexis employees.
Clothing and Gifts	Transportation from LexisNexis to Subcontractor's next assignment.	Training & educational expenses, unless authorized by contracting manager
Traffic and Parking Violations, Fines, Penalties and other mischarged costs.	Alcoholic beverages	Shipping insurance.

Preferred Hotels By City

<p>Albany, NY Desmond Americana Inn-Albany</p>	<p>Atlanta, GA Hilton Atlanta NE</p>	<p>Boston, MA Omni Parker House Hotel Fairmont Copley Plaza Westin Copley Place Sheraton Boston</p>	<p>Charlottesville, VA Omni Charlottesville</p>
<p>Newark, NJ Hilton Gateway</p>	<p>Colorado Springs, CO Homewood Suites by Hilton Hilton Garden Inn Highlands Ranch Residence Inn</p>	<p>Dallas, TX Fairmont Hotel Dallas</p>	<p>Dayton, OH Dayton Marriott Courtyard by Marriott Doubletree Guest Suites Homewood Suites by Hilton</p>
<p>Los Angeles, CA Downtown LA Standard Los Angeles Marriott Downtown</p>	<p>Philadelphia, PA Omni at Independence Park Courtyard Downtown Philadelphia Marriott Downtown Loews Philadelphia</p>	<p>Chicago, IL Allerton Crowne Plaza Hyatt Regency Chicago Hotel Allegro Marriott O'Hare</p>	<p>New York City Grand Hyatt New York Hilton New York Hotel Giraffe New York Marriott Marquis Park South Hotel Roger Williams Hotel St. Regis New York</p>
<p>Orlando, FL Courtyard by Marriott Village Hilton Garden Inn Orlando Seaworld Hyatt Regency Orlando Airport Peabody Orlando Renaissance Orlando Resort Residence Inn Seaworld Sheraton World Resort</p>	<p>Provo, UT Provo Marriott</p>	<p>San Diego, CA US Grant Westgate Hotel W Hotel Courtyard San Diego</p>	<p>San Francisco, CA Harbor Court Hotel Hotel Triton Hyatt Regency San Francisco</p>
<p>Seattle, WA Hotel Monaco Seattle Westin Seattle Bellevue, WA Silver Cloud Inn Bellevue</p>	<p>St. Louis, MO Courtyard Marriott St. Louis Westport Hilton St. Louis Frontenac Holiday Inn Westport Sheraton Westport Lakeside Chatel Sheraton Westport Plaza</p>	<p>Washington, DC Washington Marriott Wyndham Washington DC Embassy Suites</p>	