NBCUNIVERSAL TRAVEL AND EXPENSE POLICY

GENERAL: Unless such costs are included in the payments to be made for services under the Agreement, NBCUniversal Media, LLC, or its affiliate with which vendors are doing business ("NBCUniversal "), will reimburse its vendors and consultants on the basis of actual expenditures, without mark-up, incurred in the performance of the Work that fall within the following categories:

- Reproduction, binding and delivery of all reports, drawings and other work product agreed upon by the parties or otherwise requested by NBCUniversal;
- Reasonable travel and living expenses for travel approved in advance in writing by NBCUniversal;
- Reasonable messenger service and special delivery costs specifically related to the Work.

AIR TRAVEL: All travelers shall fly coach unless authorized in advance by NBCUniversal in writing.

HOTEL ACCOMMODATIONS: Lodging expenses include the cost of the room plus applicable taxes. It does not include room service, laundry or cleaning services, recreation (e.g., in-room movies or in-room bar charges). NBCUniversal will only reimburse NBCUniversal -preferred rates that are offered by NBCUniversal -approved hotels. A list of such hotels and their order of preference will be distributed upon request. For longer-term projects, the contractor should coordinate with NBCUniversal regarding using long-term corporate housing options (such as Oakwood Apartments at NBCUniversal's Universal City location), if that is more cost-effective under the circumstances.

AUTOMOBILE EXPENSES: Reimbursement will cover no more than the rental of an intermediate-size car. Additional insurance coverage, as provided in the rental agreement, will not be reimbursed. Private limousine service is expressly prohibited unless authorized in advance by NBCUniversal in writing.

DOCUMENTATION REQUIRED FOR REIMBURSEMENT: Original receipts must be submitted for all expenses in order to be reimbursed. Receipts must be taped neatly to 8-1/2" x 11" paper (letterhead preferred) and include any notations that describe the expense. Receipts will be required for all meals, rental cars, taxi fares, parking and other costs for which receipts can be typically obtained.

Any expenses that exceed $5.00 must have a receipt in order to be reimbursed. Expenses under $5.00 that are usually unreceipted (i.e., tips, tolls or mileage to and from the airport), should be reasonable for the service provided and must be supported by a personal log or other similar record. Any meal charges for business-related meetings must include the names of all individuals, the business relationship and documentation of the business discussion.

EXPENSES THAT WILL NOT BE REIMBURSED: Expenses that will not be reimbursed by NBCUniversal include:

- Travel that has not been pre-approved;
- Local commute mileage between your place of business and that of NBCUniversal 's;
- Hotels that are not a NBCUniversal -approved accommodation;
- Alcohol drinks without meals;
- In-room movies and in-room bar charges;
- On-flight movies or alcohol;
- Any meal costs that are excessive (general rule is $15 for breakfast, $20 for lunch and $30 for dinner); and
- Any other charge for items or services not specifically listed in these Guidelines.