

ESHC TRAVEL POLICY FOR SUPPLIERS, CONTRACTORS AND CONSULTANTS

ESHC desires to control travel costs. Suppliers, Contractors and Consultants (“Suppliers”) are allowed to book through their own agency or may use ESHC’s agency in order to receive ESHC’s discounted rates. Authorization to make travel arrangements through the Company-designated travel agency must be obtained through your ESHC contact who will provide guidance on booking travel.

Air Travel

To minimize expenses, Suppliers are required to adhere to the following guidelines when requesting and booking air transportation:

- Request arrangements as far in advance as possible, 14 days recommended, to take advantage of lower cost advance purchase fares.
- It is against ESHC’s policy to incur a higher fare for the purposes of obtaining an upgrade or frequent flyer points.
- ESHC will only reimburse for coach class tickets.

Hotels

ESHC has contracted rates at select hotels near ESHC offices. Suppliers who are billing their lodging expenses back to ESHC are required to use these hotels when traveling to an ESHC location. Exceptions must be pre-approved by the company’s Travel Manager.

- Check with your ESHC representative or the Company-designated travel agency to obtain the list of hotels and request ESHC’s rate when making your reservation.
- ESHC will reimburse for lodging if the destination is more than 100 miles from your regular work location

Meals

ESI will reimburse for meals. Original receipt amounts not to exceed 3 meals per day. Meal expenses will not be reimbursed in the traveler’s home city unless the arrival time in the destination city does not permit the meal to be consumed at a reasonable time. Guidelines for domestic daily expenses: [Federal Government Per Diem Guidelines](#).

Rental Cars

Rental car size	intermediate car class should be reserved unless more than 4 people are sharing a car.
Vehicle refueling	Fill fuel tank prior to returning car to rental company. Fuel service option must not be requested and is not a reimbursable expense.
Insurance	If you book under ESHC’s contract through the Company-designated travel agency, you should decline insurance.

Non-Reimbursable Expenses

Non-reimbursable items include but are not limited to the following:

- Airline upgrades or premium seating
- Costs incurred due to itinerary changes for personal reasons
- Movies
- Reward / Club Memberships
- Valet parking
- Hotel no shows
- Navigation system in rental car
- Honor bar
- Traffic & parking fines