

Vendor Travel Guidelines

When alternate electronic communication methods such as phone, email or video conferencing are not practical, Rock Central will pay reasonable travel, meal, and lodging expenses plus any applicable sales tax based on actual expenses associated with this engagement. Vendor shall make every effort to take advantage of reduced airfare and other discounts. **Receipts are required for all expenses that are requested for reimbursement.** Vendor shall be responsible for all expenses related to the extension of travel for personal reasons. In no event shall reimbursement for the expenses exceed the following:

Airfare

The lowest-available price direct round trip flight, in coach or economy class, from Vendor origination point in the continental United States to DTW airport, on the dates set forth for on-site services. Whenever possible, flights should be booked a minimum of 14 calendar days in advance.

Baggage fees for up to one checked bag may be reimbursed.

Airport Parking

Daily airport parking not to exceed \$26 per day.

Ground Transportation

Rental Car: The going rate for an economy class car or the least expensive car class that satisfies the requirements of the purpose of the trip.

Taxi/Uber/Bus may be used in lieu of a rental car.

Parking in downtown Detroit not to exceed \$15 per day.

If driving rather than flying, hotel parking fees may be reimbursed.

Lodging

Rock Central will reimburse for standard room rate and applicable taxes only. When coming to Detroit, the preferred hotels are listed in the table below. Vendor must coordinate with its Rock Central business partner to ensure that the Rock Central corporate rate is applied.

If standard rooms are not available at one of the hotels below, or if Vendor elects to stay at an alternate hotel, Rock Central will reimburse for the lowest cost available standard room.

It is the responsibility of the Vendor to ensure the cancellation of hotel bookings that are no longer required, prior to any cancellation fees being applied. Rock Central is not responsible for no-show or late cancellation fees.

<u>Detroit Hotel Property</u>	
Marriott at the Renaissance Center	Doubletree Suites Detroit
Westin Book Cadillac	Courtyard by Marriott Detroit Downtown
The Element	Shinola Hotel (<i>does not extend discounted rate unless booked by Rock Central</i>)
Aloft at the David Whitney	Detroit Foundation Hotel
Hilton Garden Inn Detroit Downtown	Greektown Hotel

Meals & Incidentals

Meals & incidentals, including tips, will be reimbursed for actual expenses not to exceed \$75 per person per day.

Non-Reimbursable Expenses

Some expenses are not considered valid business expenses and are not reimbursable. Examples include but are not limited to:

- Airline or travel insurance
- Seating upgrades
- Shoe shining or dry-cleaning
- Personal items such as alcohol, tobacco, and toiletries
- Books, magazines and newspapers
- Theft or loss of personal property
- Doctor bills, prescriptions or other medical services
- Parking tickets, traffic tickets or towing expenses
- Babysitter or pet care fees
- Barbers and hairdressers
- Hotel movies
- Spa services
- Concierge Services
- Valet and Short-Term parking at airport locations (long term self-parking should be utilized)
- Skyclub memberships/visits (contact Travel Team with questions)
- Charitable donations (including round up donations)

Rock Central reserves the right to deny reimbursement of any expense that is considered unreasonable, undocumented, or extravagant.

Invoicing

All expenses, including receipts, must be submitted on a single invoice to invoices@rockcentraldetroit.com. Invoice must include the appropriate purchase order number provided by Rock Central.