



EXPENSE REIMBURSEMENT GUIDELINES FOR SUPPLIERS OF ATN INTERNATIONAL AND ATN INTERNATIONAL AFFILIATES (“ATN”)

ATN will reimburse Supplier for reasonable, necessary and actual travel and out-of-pocket expenses incurred in the performance of Services, provided they are authorized in advance and meet the following criteria. All expenses in excess of twenty-five dollars (\$25.00) must have prior written approval, and must be documented to ATN’s reasonable satisfaction and will be reimbursed monthly upon receipt of documents supporting such expenses.

1. Airfare. ATN will reimburse Supplier for airfare, provided the travel is authorized in advance by ATN and that the lowest reasonable coach airfare is used for all domestic travel. Business class may be used for international short-term assignments of less than two (2) weeks. However, the lowest reasonable coach airfare will be booked for consultants traveling to an international destination for the performance of a longer-term work assignment. Supplier shall not be entitled to reimbursement at the first-class airfare rate. The lowest reasonable coach airfare can involve stops in transit, plane changes, etc. Supplier shall submit to ATN any unused airline tickets (if reimbursement was received). During work assignments of one (1) month or less, ATN will not reimburse Supplier for return airfare to Supplier's home over a weekend unless Supplier's hotel, car and meal expenses which would be incurred over a weekend exceeds the cost of such airfare.
2. Ground Transportation. ATN will reimburse consultant for ground transportation as follows:
 - a) travel from consultant’s home location to their assigned ATN work location for all miles in excess of fifty (50) each way at the current mileage reimbursement rate set by the Internal Revenue Service for use of consultant's personal automobile.
 - b) for car rentals in the U.S. Cost should be compared to other travel alternatives. Car rentals should be limited to economy, subcompact, or compact cars. If three or more people share a rental car, one size larger may be selected. Supplier should refuel rental cars before returning them to the car rental agency, whenever possible. Insurance is necessary for all car rentals and will be reimbursed.
 - c) for use of local transportation (taxis, trains, buses, etc.) which is justified by business necessity. Supplier is encouraged to use shuttle buses to airports.
 - d) ATN will reimburse Supplier for incidental transportation expenses such as bridge tolls and parking fees incurred for travel to and from temporary work locations.
3. Lodging, Meals, and Miscellaneous Expenses. ATN will reimburse Supplier for reasonable lodging and meal expenses when Supplier's personnel are assigned to a temporary work location requiring an overnight stay or longer. Supplier's lodging should be at the lowest reasonable available rate for a standard single room and shall not exceed \$150.00 per day and meal expenses shall not exceed \$30.00 per day. Supplier shall not be entitled to reimbursement for meals purchased for persons other than Supplier. There is no reimbursement for alcohol, hotel minibars, gym expenses or in-room movies.
4. Entertainment. ATN will not reimburse Supplier for entertainment expenses.