

LIBERTY MUTUAL SUPPLIER TRAVEL POLICY

Updated: October 10, 2017



Domestic Air/Rail

The company policy for all air and rail reservations is coach class for domestic travel, regardless of travel time. Travelers must accept the lowest non-refundable airfare and must evaluate all low-cost alternatives such as:

- Penalty fares, advance purchase fares
- Connecting and one-stop flights
- Alternate airports

All travelers must purchase non-refundable tickets at least 14 days in advance of their departure date for domestic travel. In the event that circumstances require purchasing air/rail under the 14 day requirement, pre-approval is required from your Liberty Mutual contact.

International Air Travel

The company standard on international flights is coach class. The traveler may select business class only on international flights where the total combined flying time is over 8 hours (origin to destination).

Hotels and Lodging

Travelers must use [preferred hotel properties](#) for all lodging. Reservations must be made by contacting the hotel directly and asking for the Liberty Mutual rate.

Rental Car

Travelers are required to use the company's approved vendors, National, Enterprise, Avis, or Budget and select a mid-size or intermediate class (or lower) to contain cost.

Please visit this link to [book](#) car rentals with Enterprise or National.

For Avis or Budget rentals, please visit the vendor's site and enter the discount code.

Avis	AWD: <u>A195900</u>
Budget	BCD Code: <u>V049000</u>

Meals

Travelers on **overnight** trips will be reimbursed for reasonable meal expenses based on the business purpose of the trip and travel locale. However, the actual cost of meals, including tips and taxes, and any between-meal snacks, refreshments or other self-servings that are purchased should generally not exceed \$50 per day. Please be advised that in-room dining or mini-bar usage is not permitted.

- Travelers leaving home before 6:00 a.m. on either a **day** or **overnight** trip are permitted reimbursement for breakfast expense.
- Travelers returning home after 8:00 p.m. on either a **day** or **overnight** trip are permitted reimbursement for dinner expense.
- Mid-day meals (e.g. lunch) during **day** trips are not reimbursable.