

TRAVEL EXPENSE PROVISIONS FOR CONSULTANTS

The following are the provisions for Aerojet-General Corporation (Aerojet) travel expense charging and reimbursement for consultants who are authorized to travel at Aerojet expense.

TRANSPORTATION

Air travel will be by coach class unless no other means or class of transportation can be obtained. Exceptions must be approved by: _____

LODGING

Lodging expenses shall be reimbursed by Aerojet. Receipts are required for all lodging accommodations.

MEALS AND INCIDENTALS

Receipts shall be required for any expense item greater than \$25.00. A written explanation of any unusual expense items shall be required.

NON-REIMBURSABLE EXPENSES

Costs that shall not be reimbursed are:

- a. Charges for radio, television, movies, recreation, newspaper, magazine and other personal expenses, such as clothing, transportation for personal reasons, and medical expenses.
- b. Unnecessary baggage handling.
- c. Traffic violation expenses.
- d. Expenses from automobile accidents and rental car damage resulting from employee negligence.
- e. Alcoholic beverage expense.