

TRAVEL REIMBURSEMENT GUIDELINES FOR JOHNSON CONTROLS SUPPLIERS – REV-20220913

(“JCI Travel Guidelines” or “Guidelines”)

The provisions of these JCI Travel Guidelines shall apply to any engagement in which JCI has authorized a third-party providing services to JCI to incur and be reimbursed for any travel, entertainment, or personal expenses. In addition to any restriction in these Guidelines, and/or the Agreement between JCI and such third-party, JCI is not responsible for payment or reimbursement for any travel, entertainment, or personal expenses except as specifically stated in the Agreement. Further, JCI reserves the right to reject or reduce reimbursement for any unreasonable or unauthorized expense.

The term “Agreement” as used herein shall mean the document under which the third-party and JCI have agreed to the terms and conditions under which the third-party will provide services to JCI, any associated Statement of Work, and/or Purchase Order(s).

Hereinafter such third-party may be referred to as the “Supplier”. If another name, abbreviation, or term (“Name”) is used in the Agreement between JCI and the third-party to identify the third-party, the term “Supplier” is hereby replaced with such other Name.

1. Travel Arrangements

- a. All travel arrangements must be made through JCI’s travel agency(s) of record. Contact information will be provided by a JCI representative.
- b. In cases of frequent/ongoing travel, JCI may recommend the creation of a travel profile within JCI’s online booking tool for self-booking.

2. Ticket Delivery

- a. E-tickets should be used wherever available.
- b. “Pre-paid” tickets should be avoided where e-ticketing is available.
- c. In situations where international e-tickets are issued, the traveler must retain the passenger receipt.
- d. If reservations that have been e-ticketed are unused, the travel agency should be advised immediately of the unused e-ticket.

3. Domestic Air

- a. Travelers should only purchase tickets for “coach” or “economy” class travel, not first class or business class. To the extent JCI is responsible for payment or reimbursement of airfare, it will pay only for the cost of a coach or economy ticket.
- b. Travelers should avoid purchasing fares whose cost is at a premium due to their ability to be upgraded.
- c. Travelers should accept nonrefundable fares (if available) and book 14-30 days in advance of travel.
- d. Reasonable scheduling flexibility is required. Travelers should consider lower fares on comparable service within a four-hour window (two hours each side of the requested time).
- e. Connecting flights are required if the connection adds no more than 90 minutes compared to a non-stop flight and the savings exceed 20% of the ticket cost domestically.
- f. JCI allows travelers to keep their frequent flyer benefits, but this privilege can be withdrawn in cases of frequent flyer abuse. Travelers may not use frequent flyer affiliation as a criterion for airline choice unless prices are equal.

4. International Air

- a. Travelers should only purchase tickets for “coach” or “economy” class travel. To the extent JCI is responsible for payment or reimbursement of airfare, it will pay only for the cost of a coach or economy ticket. In limited cases, JCI may agree to reimburse the cost of “business class” international, inter-continental travel with specific advance approval in writing.
- b. Connecting flights are required if the connection adds no more than 90 minutes compared to a non-stop flight and the savings exceed 10% of the ticket cost internationally.

5. Lodging

- a. Only reasonable, competitive hotel rates are reimbursable.
- b. Room upgrades and premium room charges are not reimbursable.
- c. In the event a hotel reservation is not needed due to trip cancellation or change, it is the responsibility of the traveler to obtain a hotel cancellation number. If a hotel room goes unused without proper cancellation, the hotel may charge a “no-show” fee, which JCI will not reimburse.
- d. JCI is not responsible for the cost of personal telephone calls, in-room movies, room service (beyond ordinary meal costs, if reimbursable) or other incidentals.

6. Rental Cars

- a. Travelers must choose a car size appropriate to the need. An economy or compact car should be chosen for 1-2 passengers. An intermediate or full-size car may be chosen for 3 or more passengers.

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- b. National and Enterprise are JCI’s preferred rental car vendors. In Europe, Europcar is the preferred rental car vendor. With these vendors, the traveler must use the JCI corporate account numbers to ensure preferred rates and insurance coverages. JCI will not reimburse for optional insurance where not required (e.g., rentals originating in U.S. and driven into Mexico).
- c. If National, Enterprise or Europcar are unavailable, the traveler should accept Loss Damage Waiver and theft insurance.
- d. If renting a car in the United States to be driven into Mexico, additional trans-border insurance should be requested at the rental counter. This type of additional insurance is reimbursable. However, rental cars should not be used for travel to or within high-risk states or cities (JCI’s Global Security Operations Center should be contacted for guidance in advance of traveling to a suspected high-risk area).

7. Other Ground Transportation

- a. Rideshare should be used as the primary ground transportation choice for short trips such as from the hotel to the office and back. If not available or practical to use, select the most cost-effective and safest mode of transportation.
- b. Personal cars may be used for trips of less than 120 miles/ 200 kilometers per day. Unless otherwise specified in the Agreement, mileage reimbursement will be at JCI’s then-standard rate, and in any case no more than the then-applicable IRS mileage rate. Tolls will also be reimbursed. It is the responsibility of the driver to provide its own insurance.
- c. Off-airport parking is recommended versus airport owned/operated parking structures. If unavailable, long-term parking must always be used at airports over short-term parking.

8. Meals

- a. If meal reimbursement applies under the Agreement, meal spend while traveling is not to exceed \$60 USD per day in countries where per diems are not required by law. No “carryover” of meal allowance from one day to the next is allowed for multiple days of travel.
- b. Meals will be reimbursed only on trips exceeding 18 hours.
- c. Reasonable tips are reimbursable; alcoholic beverages are not reimbursed.
- d. JCI expects cost-conscious meal and restaurant selections.
- e. Travelers staying at a hotel with complimentary breakfast service will not be reimbursed for breakfast charges.

9. Entertainment

Entertainment costs are reimbursable only in limited circumstances and only as direct reimbursements to JCI payroll employees present for the entertainment event. JCI is not responsible for reimbursement of any entertainment expenses of a Supplier or its personnel.

10. Receipts

- a. A receipt is required to be retained and presented upon request for all expenses.
- b. When submitting expenses, travelers must submit actual receipts for airfare, hotels, restaurants, etc., not charge card receipts.