

Global Travel Policy

For SUPPLIERS of

HILL-ROM, INC.

AND SUBSIDIARIES

EFFECTIVE October 1, 2012

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Blank Expense Report

1.0 GENERAL INFORMATION

This policy applies to all suppliers of Hill-Rom who have a contractual agreement with Hill-Rom to be reimbursed for reasonable travel expenses associated with services being provided to Hill-Rom, Inc. or one of its subsidiaries. All travel expenses will be reviewed and approved by Hill-Rom Global Sourcing prior to reimbursement. Suppliers are responsible for booking all travel and should use reasonable efforts to obtain the most cost effective fares and rates. Hill-Rom will not reimburse for time spent traveling. Any questions, concerns or suggestions regarding this travel policy may be directed to the Executive Director of Global Sourcing at Hill-Rom.

2.0 AIR TRAVEL

Whenever possible, make your travel plans early enough to book flights at least 14 days before your trip begins. An airline receipt obtained from the airline at time of check-in or travel invoice/itinerary with the purchased ticket amount must be submitted with your expense report regardless of the method of payment.

2.1 Airline Class of Service/Lowest Logical Airfare

Suppliers are expected to book the **lowest logical airfare** in **Coach / Economy class**.

Lowest logical airfare is based on the following parameters:

- Routing requires no more than one connection each way
- Routing does not increase the one-way total elapsed trip time (origin to destination) by more than two hours
- Time Window: Departure/arrival must be no more than two hours before or after requested time

Airfares in higher classes will not be reimbursed unless approved in advance by Hill-Rom Global Sourcing.

2.1.1 Ancillary Fees (i.e. bag fees) – Hill-Rom will reimburse the supplier for one checked bag; fees associated with more than one checked bag will not be reimbursed. All other ancillary fees, including seat upgrades to obtain more leg room and priority boarding fees, will not be reimbursed.

2.2 Changes or Cancellation of Travel

If travel plans change or require cancellation, suppliers are expected to take appropriate and timely steps to avoid charges associated with changes or cancellations. Fees associated with unreasonable changes or cancellations will not be reimbursed.

2.3 Airport Parking

Suppliers driving to the airport should use off-site facilities or long-term lots rather than parking at the airport terminal.

3.0 GROUND TRANSPORTATION – RENTAL CAR

Suppliers will be reimbursed for **intermediate/mid-size** rental cars only. Other car categories must be approved in advance by Hill-Rom Global Sourcing. The supplier is responsible for complying with all motor vehicle laws and regulations. The supplier will be responsible for the payment of, and will not be reimbursed for any fines, tickets, or costs associated with rental car damage. The supplier shall decline the pre-paid fuel option. The supplier shall also decline additional insurance if alternate insurance is in place through the supplier's company or personal insurance plan. Rental cars should be returned with a full tank of gas in order to avoid any additional service charges. Refueling expenses will be reimbursed and should be noted on the expense report, along with copies of all fuel receipts.

3.1 Personal Car Mileage Reimbursement

If the use of a personal car is required in lieu of traveling by air, rail or rental car, Hill-Rom will reimburse at the current company mileage reimbursement rate. Suppliers should contact their Global Sourcing representative to determine the current rate.

4.0 RAIL TRAVEL (primarily used outside the U.S.)

U.S. rail travel should be in coach class. Outside the U.S., reserved/comfort class seating may be utilized.

5.0 LODGING

5.1 Hotel Selection

Suppliers travelling to Batesville should stay at Hill-Rom's preferred hotel (the Hampton Inn, located at 1030 State Rd. 229 N, Batesville, IN, 47006) in order to receive Hill-Rom's corporate rate. Suppliers can book their room on-line at www.hamptoninn.com, enter "Batesville, IN" in the "Where are you going?" box, enter the dates of arrival and departure, and then enter the following code in the Corporate Account Code box: 0560011159. This box is initially suppressed on the front screen and can be accessed by clicking the red triangle next to "Add special rate codes". This code is only recognized at the Batesville, IN Hampton Inn and should not be used for non-Hill-Rom related business. When visiting other Hill-Rom locations in the U.S. or internationally, suppliers should use hotels in the **Moderate Category** (Courtyard by Marriott, Hampton Inn, Fairfield Inn, Best Western, Holiday Inn Express, Residence Inn, TownePlace, SpringHill, Hyatt Place, Holiday Inn, Radisson, Mercure, Novotel, Hilton Garden Inn). Suppliers are also encouraged to use their own preferred hotels where discounted rates have been established, or at hotel properties recommended by your Global Sourcing representative.

5.2 Hotel Cancellation

The supplier is responsible for canceling hotel rooms and must contact their travel agency or the hotel directly. Suppliers will be held responsible for and will not be reimbursed for failure to cancel or for "no-show" charges with the exception of an emergency or circumstances beyond the supplier's control. Suppliers should request and record the cancellation number in case of billing disputes. Suppliers should note that cancellation deadlines are based on the local time of the hotel property.

6.0 MEALS

6.1 Documentation/Receipts

In order to be reimbursed for meals, suppliers must provide an original, itemized receipt for ALL expenses. Suppliers will be reimbursed for actual meal expenses, inclusive of tax and tip, up to a daily maximum of:

Europe €75 Euro

All other locations \$75 USD or equivalent local currency

6.2 Tipping for Meals

Tips of 15 – 20% of the bill, included on meal receipts, will be reimbursed in the U.S. If tipping is customary in locations outside the U.S., the amount should be consistent with what is currently customary for that country. Be aware that,

especially outside of the US, the tip or service charge may be automatically added to the bill. Tips are included in the daily limit mentioned under Section 6.1 above.

6.3 Alcohol Purchases

Alcohol purchases will NOT be reimbursed and should be deducted from any hotel or restaurant expenses.

7.0 EXPENSE REPORTING

Supplier expense reports in the form specified on the next page, including copies of all applicable receipts, should be included with all supplier invoices submitted for payment. Supplier expense reports must be approved and signed by Hill-Rom Global Sourcing prior to submitting to Hill-Rom for reimbursement.

SUPPLIER EXPENSE REPORT

Rev. 10-1-2012

TRAVELER NAME:

SUPPLIER NAME:

Hill-Rom Contact:

EXPENSES PAID BY SUPPLIER

DATE:									SUB-TOTAL
BREAKFAST (INCLUDING TIPS)									\$
LUNCH (INCLUDING TIPS)									\$
DINNER (INCLUDING TIPS)									\$
LODGING									\$
AIRFARE/LUGGAGE									\$
PARKING/TOLLS									\$
RENTAL CAR/TAXI									\$
GAS (RENTAL CAR)									\$
MILEAGE REIMBURSEMENT									\$
MISC. (EXPLAIN BELOW)									\$
TOTAL	\$	\$	\$	\$	\$	\$	\$	\$	\$

TOTAL DUE SUPPLIER

\$

Date	DESCRIPTION OF MISC. EXPENSES	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Supplier Traveler Signature _____

Date: _____

Printed Name: _____

Hill-Rom Global Sourcing Signature _____

Date: _____

Printed Name: _____