



EXHIBIT 1

Travel and Expense Policy for 3rd Party Contract Labor

This document represents Insight's standard travel and expense policy for 3rd Party Contract Labor ("Contractors"). All Contractors need to abide by and comply with the terms set forth herein unless otherwise communicated by Insight. If certain Clients have different terms governing their T&E policy, Insight and the Contractor will review such terms on an exception basis. Where applicable, Contractor must comply with any flow down provisions as stated in the Subcontractor SOW or Master Services Agreement between Insight and Contractor. Insight reserves the right to amend this travel policy with 30 days' written notice.

For questions relating to a specific engagement or to request consideration for an item outside of this policy, please contact the Insight Project Manager and Contractor's Agency, if applicable.

All travel and expense ("T&E") incurred within a 100 mile radius of the work site is the responsibility of the Vendor. Vendor shall submit all T&E estimates for transactions outside a 100 mile radius in writing for Insight's prior approval. Vendor agrees that the T&E estimate must be within +/- 5% of the actual T&E expense and agrees to absorb any amount above 5%. All T&E expenses must be: a) pass through costs, b) billed as separate line items on the Vendor invoices, and c) in compliance with both Insight's T&E Policy and Insight's preferred travel partners' policies.

Receipts

- All transactions regardless of dollar value require an itemized receipt unless otherwise communicated by the Insight Project Manager.

Travel

- Contractor should contact their Agency, if applicable, for all travel reimbursement.
- All Contractors are expected to travel coach class and are required to search for the lowest available fare that meets Insights timeline requirements.
- Upgrades of travel class (e.g., first class) are not reimbursable.
- Change fees are not reimbursable unless necessary to accommodate a schedule change requested by Insight. Insight Project Manager approval required in advance.
- Baggage fees are reimbursable as long as they are reasonable relative to consecutive travel days required by Insight. Additional baggage fees are acceptable for Insight-required tool kits or presentation materials. Contractors shall not check Insight-issued laptops.

Hotel

- Contractors should not utilize valet parking when self-parking is available at a lower cost
- High-speed internet is reimbursable when traveling if under \$15 a day
- Laundry and dry cleaning are reimbursable, if Contractor seeks independent establishments outside of the hotel, and Contractor travel is longer than 7 consecutive days
- Room rates should remain under \$119 a night and not exceed \$200 per night
- In high-cost states (CA, MA, HI, DC) room rates should not exceed \$400 per night
- In NY room rates should not exceed \$500 per night
- No-show fees incurred for convenience are not reimbursable

Meals

- The current allowance is up to \$50 per day based on actual meal expenses while on transient business travel
- All cities fall into the \$50 per day allowance

Mileage

- Mileage Expenses are reimbursable when traveling outside of normal commute (>100 miles round trip from job site) using standard GSA rates for a privately-owned vehicle. If a single-day commute requires >250 miles, Contractor is required to rent a car.

- All fines incurred by a Contractor are the responsibility of the Contractor. Any parking or toll citation will not be reimbursed.
- Contractors are required to maintain personal automobile insurance coverage equivalent to state minimums in which the Contractor resides, if used in connection with Insight business. Contractors are responsible for contacting their insurance company and securing any supporting documentation from local authorities in the event an accident occurs while on company business when driving a personal automobile. Contractors are expressly forbidden to use any personally-owned or long-term leased automobile for company business if the minimum amounts of liability coverage are not in effect.
- Rental vehicles do not qualify for mileage reimbursement.

Rental Cars

Rental car expenses that are not reimbursable include vehicle upgrades, satellite radio, additional insurance, ski racks, GPS systems, car seats, cell phones and optional fuel prepay.