

Specific Terms to be negotiated on an Assignment Basis

PNC discourages travel for any work that can be reasonably completed using electronic communication (phone, video, email, etc) instead of on-site contact for which travel is required. In cases where electronic means are not a viable option, this attachment establishes the what may be eligible for travel and out-of-pocket expenses for which Supplier may seek reimbursement, subject in all cases to pre-approval by PNC's manager. Contractors are expected to make reasonable efforts to be diligent and conscious of the expenses they are incurring while on assignment at PNC. **Receipts are required for all expenditures regardless of amount or type of expense.**

Air Travel

Contingent Labor Resources are expected to exercise flexibility, evaluate and select the most economical pricing options. Resources are expected not to fly if the drivable distance is less than two hundred (200) miles one way and the airfare is \$500 or more. For longer distances, air travel is permitted. Coach or economy class is the standard level of air travel paid by PNC. Business class is permitted only on an exception basis. First class is not permitted.

Reservations must be booked as soon as plans are firm, with the goal of twenty-one (21) or more days in advance, in order to obtain the lowest pricing and availability. Travelers are required to accept non-refundable tickets as the lowest priced option. Refundable tickets may be considered for international travel. Travelers are not permitted to make reservations via a specific supplier, or refuse the Lowest Logical Pricing in order to increase their personal travel awards or to obtain upgrades or status. PNC does not permit Gate "Up-Charges" such as upgraded boarding, moving from coach to premium/business/first class, or premium/choice seating. These extra charges are considered personal preference items.

To avoid additional charges and fees, changes are only permitted as a last option. Changes to travel for personal reasons are at the expense of the resource or supplier. PNC permits a baggage surcharge if the baggage is required to conduct business. Travelers must review the airline's website, prior to travel, for the carrier's baggage limits, including number of bags, size and weight. PNC does not permit charges for lost or stolen personal items. PNC does not permit airline club dues or entrance fees. PNC does not permit in-air Wi-Fi fees.

Transportation

Potentially acceptable expenses in this expense type are public transportation, taxi, rideshare (Uber/Lyft/etc.), fuel, parking, tolls, etc.

Rental Cars: Potentially acceptable expenses in this expense type are rental car charges, rental surcharge fees, rental car taxes, and rental car insurance, when applicable.

PNC permits the cost of a rental car and gas when driving 100+ miles per day, if required to carry out normal daytime business. A rental is not permitted only to provide personal, after business hours driving. See the Rental vs Mileage Reimbursement Calculator via the Expense, Purchase & Travel site, under Travel Resource, to determine whether you should rent a vehicle or drive your own. A mid-size car is the company standard. It is required to return all rental cars as soon as possible, with the same amount of fuel as when the rental originated.

Contingent Labor Resources must utilize PNC's Preferred Rental companies and PNC's corporate discount number to obtain PNC's corporate rates and the required insurance coverage. Rental insurance should only be purchased for rentals outside of PNC's contracted suppliers and rentals outside of the U.S. Travelers are expected to decline the refueling options offered by the rental car company.

Enterprise/National: XZ40015

Avis: A286300

Car Mileage: PNC may reimburse a reasonable mileage allowance reflecting the current rate allowed by the IRS for the use of a privately owned or leased automobile for business.

Parking/Tolls: When using an automobile, while out of town on business, PNC will reimburse reasonable parking costs and tolls. Charges incurred to park the Supplier's car at the originating airport while traveling on behalf of PNC are reimbursable. The short-term parking lot at the airport should not be used when traveling overnight.

Lodging

PNC permits reasonable lodging expenses when a resource is required to stay out of town overnight and at least one hundred (100) or more miles from home. Acceptable expenses are limited to itemized hotel room charges, hotel fees and taxes, parking fees and meals. Resources are permitted to enroll in Hotel Frequent Guest Programs but are not permitted to select a hotel or spend additional dollars for the gain of points or status.

PNC has negotiated discounted rates with specific hotels in most cities where it has offices and/or client locations. Once travel locations are finalized, PNC's LOB manager will communicate to the Supplier the preferred property at the final destination using PNC's Preferred Hotel List. The Supplier will call PNC's preferred property to reserve preapproved lodging at PNC's preferred rate. The Supplier will use such hotels unless Supplier has obtained a lower rate at a different hotel. Hotel accommodations will be reimbursed for standard hotel rooms (e.g., no suites, or upgraded rooms) at the lowest available rate. Suppliers are expected to reserve the lowest refundable hotel rate offered; do not book non-refundable hotel reservations. When preferred hotels are not available, the Supplier is expected to book hotels that are reasonable in cost taking into consideration practicality, availability and proximity to office or project, as appropriate.

Meal Per Diem

When a trip necessitates an overnight stay, PNC may reimburse for actual reasonable breakfast and dinner costs only (note reimbursement for lunch, snacks or additional sundries are not permitted). Meal Per Diem reimbursements will be limited to the actual costs incurred but no more than \$15 or less for Breakfast and \$35 or less for Dinner. Maximum reimbursement for gratuity is limited to 18%.