

## 5 Aptean Travel & Expenses Policy

Unless stated to the contrary in the SOW the following terms apply. Actual travel expenses such as airfare, ground transportation, accommodation, and meals will be invoiced at cost. Travel time will be billed at the regular hourly rate during business hours and at time and a half outside of business hours. All expenses require prior approval and must be documented with receipts. Invoices for these expenses will be promptly submitted and payment is due within the agreed-upon payment terms from receipt, contingent upon Client approval.

