



Avid Technology, Inc.
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Travel and Expenses Guidelines for Customer Engagements

Avid personnel performing on-site support or services for Avid customers for which Avid will seek expense reimbursement from the customer must comply with these guidelines.

Although Avid recognizes that it is impractical to establish guidelines that cover all possible contingencies, this document consists of broad based operating guidelines that will enable personnel to exercise sound business judgment when incurring travel expenses. All personnel traveling on business for Avid are responsible to keep travel expenses as low as reasonably possible.

- Reserve the lowest logical coach/economy fare at the time of booking based on your business needs. It is suggested that reservations (air, car, hotel, & rail) be made through Avid's preferred Travel Management Company.
- Rental Automobile(s) – a compact-size car when traveling alone, or a midsize car with two people, or full-size car when traveling with 3 or more people. Avid has certain designated rental car suppliers which offer preferred rates.
- Lodging expenses – an agreed Avid- or customer-arranged rate at a preferred hotel, or when a preferred hotel is not available, a standard single occupancy room at a reasonably priced hotel.
- Meals – up to three moderately priced meals including tax & tip per day. Avid relies generally on the US government's guidelines to judge reasonableness of prices in various regions:
 - within the US - <http://www.gsa.gov/portal/category/21287>
 - outside of the US - http://aoprals.state.gov/web920/per_diem.asp
- Other reasonable expenses, including:
 - Toll business telephone calls when cellular service is not available,
 - Checked & excess baggage fee,
 - Taxi(s), parking and tolls
 - Laundry/dry cleaning (for trips of 4 or more consecutive days),
 - Business office expenses (i.e. fax, copy services, shipping, postage, messengers, telegrams, etc.),
 - Overweight bags/excess baggage fee(s) when shipping equipment necessary to conduct business, and
 - Valet & porter tip (receipt not required with reasonable tip).