



Travel, Exhibit C:

If travel and per diem is required by this purchase order, Exhibit C must be followed.

EXHIBIT C

February 1, 2011

Travel Reimbursement for Servicemen and Consultants

A. If travel is required by Nexteer Automotive as an incidental requirement in performing services for Nexteer Automotive, then such travel expenses, subject to prior written approval of Nexteer Automotive, will be reimbursable as follows:

1. Air Travel Economy/Coach class only. Business class is permitted only upon prior written consent by Nexteer Automotive.

2. Hotel Consultant/Serviceman will exercise good, sound business judgment and discretion in choosing hotels, such as moderately priced chain hotels or hotels that offer discounted corporate rates. Where extended travel is involved, reduced rates may be available and should be requested.

3. Rental Cars Compact or intermediate class only. Within the United States, the cost of collision damage waiver and personal accident insurance is the responsibility of Consultant/Serviceman. Insurance coverage is reimbursable for cars rented outside the United States or cars rented in the United States that are driven into Mexico or Canada.



4. Mileage Allowance Reimbursement will be calculated per the laws applicable to each region/country, for the miles which are in excess of his or her normal commute from home to work and back.

5. Expense Reports Consultant/Serviceman is required to provide receipts for all reimbursable expenses, including meals and other expenditures regardless of cost.

6. Meals Meals will not be reimbursed for non-overnight trips, except in the case of late return occasioned by travel outside normal working hours. Reimbursement for meals will be the actual and reasonable expenses paid by Consultant/Serviceman.

7. Miscellaneous When Consultant/Serviceman chooses an alternative method of transportation, *e.g.*, to drive instead of fly, reimbursement, including meals and lodging, will not exceed the lesser of the two costs. Documentation to support the lesser cost must be attached to expense report. Travel time must also be limited if on working hours.

The employee, his or her immediate supervisor, and an authorized Nexteer Automotive representative must sign the expense report form.

Consultant/Serviceman is responsible for travel reservations, hotel/motel accommodations and rental cars. If directed by Nexteer Automotive, Consultant/Serviceman will make all travel arrangements through Nexteer Automotives travel management service, using a special account set up for such purposes.



Any cash advance by Consultant/Serviceman to its employee is the responsibility of Consultant/Serviceman.

B. All travel for which Consultant/Serviceman seeks reimbursement will be submitted to Nexteer Automotive on standard vouchers, with substantiating documentation, and will accompany the monthly invoices.