

## **Amendment to Business Travel Expenses and Travel Time (pages 39-40)**

### **Revise 10/01/2017**

The Company will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Company and submitted on a Company Expense Report with copies of receipts to be reimbursed.

Lodging is arranged by the office, if employee is required to travel, they must contact the office to make arrangements for lodging. If employee is issued a lodging card they may arrange their own lodging, but must keep cost reasonable per Company standards. Employee should contact office to inquire the Company's reasonable stand cost for hotel accommodations or they may be liable for the difference.

Travel time for a driver or an employee using a Company vehicle will be paid for all time outside of a "Normal Commute" as required by State and Federal regulations. Travel time will be paid for all commuting between jobs during the course of a work day as part of work hours and as required by State and Federal regulations. Travel time will be paid at no less than the minimum wage "Travel Rate" as set forth by the Company. Employee will be paid at two rates (1) the work rate and the travel rate; and (2) travel time will be counted as "hours worked" for OT purposes.

Travel time for a passenger will be paid when incurred during normal working hours or all in a day's work as required by State and Federal regulations. "Normal Working Hours" is determined by the individual job site and may change depending on the schedule of work for the job. Traveling to and from work during the Normal Working Hours must be preapproved by the project manager.

Employees using a Company Vehicle performing Service related work will be paid travel to and from their home to work sites with the exception of the normal commute unless work has commenced prior to employee leaving their home. Company vehicles are equipped with transponders and gas cards. Any reimbursements for gas and/or tolls must have prior approval by a supervisor or the office and must be submitted on an expense reimbursement form with copies of receipts to be reimbursed.

Employees who are involved in an accident while traveling on business must promptly report the incident to Human Resources. Vehicles owned, leased or rented by the Company may not be used for personal use without prior approval by the office.

Employee should contact Payroll or Human Resources for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses or any other business related travel.