



Memorandum

To: All ME&S Associates

Date: January 01, 2016

From: John, Fred, Mark & Ryan

Re: COMPANY TRAVEL POLICY

Effective January 1, 2016 the Company Travel Policy related to Out of Town Per Diem Reimbursement and Vehicle Mileage Reimbursement is as follows:

Per Diem Reimbursement

Projects where hotels ARE provided:

1. Projects 61 -125 miles from Employee's residence (1 way): \$30.00/per day Per Diem reimbursement.
2. Projects 126-210 miles from Employee's residence (1 way): \$35.00 per day Per Diem reimbursement.
3. Projects over 210 miles from Employee's residence (1 way): \$40.00 per day Per Diem reimbursement.

Projects where hotels ARE NOT provided:

1. Projects 0-30 miles from Employee's residence (1 way): no Compensation
2. Projects 31- 60 miles from Employee's residence (1 way): \$25.00 per day Per Diem reimbursement.
3. Projects over 61 miles from Employee's residence (1 way): No Compensation (unless written approval by Senior Project Managers).



Vehicle Mileage Reimbursement for Company Travel

The Company shall reimburse all ME&S Field Employees that travel in their own vehicles and pay for their own fuel as detailed below. For those Employees that receive a vehicle allowance or drive a Company owned vehicle these charges shall be credited to the benefit of the Company.

Where hotels are provided:

1. The first 30 miles traveled to the Project Site shall not be reimbursed. The last 30 miles traveled on the return home from the Project site shall not be reimbursed. A total of 60 miles shall be deducted for each day traveled.
2. Mileage over 60 miles per round trip to the Project Site and back home from the Project Site shall be reimbursed at the standard IRS rate in effect on the date the travel occurred. This applies to 2 days of travel only.

Example:

A Project Site is 200 miles from an Employee's home. The Employee travels to and from the Project Site a distance of 200 miles x 2 trips = 400 miles. Now subtract 400 miles less 120 miles which equals 280 miles. The Employee shall be reimbursed 280 miles @ \$.54/mile = \$151.20 for the week worked.

Where hotels are not provided:

1. The first 30 miles traveled to the Project Site per day shall **not** be reimbursed. The last 30 miles traveled on the return home from the Project Site per day shall **not** be reimbursed.
2. Mileage over 30 miles per trip to the Project Site and back home from the Project Site shall be reimbursed at the standard IRS rate in effect on the date the travel occurred.

Example:

A Project Site is 50 miles from an Employee's home and he travels to and from work 5 days during the week. The Employee travels to and from the Project Site a distance of 50 miles x 2 trips/day x 5 days/week for a total 500 miles. Now subtract 60 miles each day worked or 300 miles which equals 200 miles. The Employee shall be reimbursed 200 miles @ \$.54/mile = \$108.00 for the 5 days traveled during the work week.

NOTE: The Company highly encourages all Employees to stay in Company provided hotels/housing on all Projects that are 61 miles or greater in distance from the Employee's residence. In the event an Employee chooses to drive each day for these projects then the Employee shall not be eligible for any per diem reimbursement or vehicle mileage reimbursement without written approval from the Senior Project Manager.