

Revisions to the Travel Per Diem Policies

Formerly page #39 to #48

The new AIS Travel Per Diem Policy below is effective May 6, 2019. This memo supersedes the Per Diem policies in the Policy Manual. Please add this to your Policy Manual for reference. Both new and ongoing projects will be affected by this policy change.

LOCAL PROJECTS: TRAVEL AND PER DIEM

The Local Project travel policy applies to all employees that reside within one and one-half hours of the AIS York, PA facility.

Local travel Per Diem definition and determination parameters:

Any job site that is located within 10 miles of the AIS York, PA facility is a **free zone** and does not qualify for local travel per diem compensation.

Local travel per diem is provided by AIS on local jobs to compensate an employee(s) for his/her costs to get themselves to a local job site that is located more than 10 miles from the AIS York, PA facility.

If an employee has his/her home residence within one and one-half hours of any local project, his/her travel and Go-Home allotments will be based on the AIS Local Project policies as defined herein.

To determine a local travel per diem allowance, the total one-way drive time will be determined via the internet resource and then subtracting 15 minutes for the local free zone. Pre-determined travel per diem applies to all crew members including Foreman/Supervisor. Travel per diem will start on the first day of the job and will continue to the last day of the job unless otherwise advised.

If you work 4 hours or less because of your own accord, you will only receive 50% of the allotted travel per diem. If the customer dictates that the job is less than 4 hours, the full travel per diem will be paid.

Due to frequent customer billing cycles, there will be no retroactive corrections for any inaccurate or incomplete paperwork submissions. It is your sole responsibility to submit complete and accurate documentation in a timely basis.

Local travel will be paid in the following methods:

1. Pre-determined travel Per Diem: Reimbursement is based on the individual's straight time hourly wage multiplied by the predetermined hour allotment for local travel. The pre-determined hour allotment information is identified on the Job Survey or can be secured from Operations. The employee's hourly compensated time will start and end at the job site.
2. While driving a CDL vehicle compensation is paid hourly. All Equipment and Tooling **MUST** be listed in the description. The completed 30-minute pre-trip and post-trip inspection reports must accompany the Daily Report submitted to be considered for additional pay.

3. While driving a **FULLY** laden Gooseneck / F-550 flatbed vehicle, compensation is paid by the hour at the predetermined allotment amount. All Equipment and Tooling **MUST** be listed in the description to be considered **FULLY** laden, otherwise it will be paid as per diem. The completed 15-minute pre-trip and post-trip inspection reports must accompany the Daily Report submitted to be considered for additional pay.

AIS is not obligated to provide any form of transportation for employees to or from local job sites. Transportation to and from local job sites is the responsibility of the employee.

AIS reserves the option to provide a vehicle(s) for any project. In most cases, a company vehicle will be assigned to a job primarily as a means to transport needed tools and/or materials. This vehicle will leave and return to the AIS facility daily unless otherwise directed by Operations. Employees are welcome to ride in an assigned company vehicle so as long as seating room is available, and the employee does not delay others who might be on the crew or delay the scheduled start time of the job. If a daily commute requirement is determined, employees assigned to, or elect to, utilize the company vehicle to and from the work site will receive 75% of the allotted travel per diem (exception: the designated foreman, one per job number, will receive 100% of the allotted travel per diem. This must be identified by your signature on the daily Work Order). All employees that report direct to the work site will be required to provide their own transportation and will receive 100% of the allotted travel per diem.

Some of our customers have locations that require local employees to travel to fringe areas on the border of what is considered local. These job sites may mandate either staying overnight OR require a daily commute back and forth from the customer location. The Project Manager will make this determination and it will weigh heavily on the extent of the workday and schedule. If it is an overnight stay then, the standing guidelines for overnight stays as defined herein applies.

Employees that reside outside the one and one-half hour radius of York, PA, who have been scheduled for local work, will be required to provide their own transportation to the job site unless otherwise directed by Operations. These employees may be entitled to a company paid hotel and overnight per diem in lieu of the local travel per diem allocation. AIS will reimburse these employees for to/from mileage and possible Go-Home mileage at the then current rate from their home to/from the job site. Eligibility for hotel, per diems, and allotted mileage will be pre-determined by the Project Managers /Estimator utilizing resources comparable to Google Maps on a per-project basis.

OUT OF TOWN PROJECTS: PER DIEM, LODGING AND TRANSPORTATION

Out of town travel Per Diem definition and determination parameters:

The Overnight Per diem will be paid for each night of stay out of town. The amount of per diem will be announced prior to the job start. Each employee will be reimbursed their overnight per diem on a separate direct deposit transaction.

If travel includes air transportation, a \$10 Air Per Diem will be paid for each day out of town, including travel days, to compensate for airport transportation or parking fees. No additional transportation or parking fees will be reimbursed by expense payments. This per diem is not eligible to be doubled for layover days.

AIS will compensate employees double the allocated overnight per diem for scheduled and some unscheduled days off when on extended out of town stays. Sick days or days off as result of inappropriate lifestyle choices, AWOLS, etc. do not qualify as scheduled or unscheduled days off. **These are considered unexcused absences will result in forfeit of overnight per diem and the employee being liable for hotel charges and other related lost costs.**

Reasonable lodging, (i.e. Extended Stay America, Best Western or other), will be paid by AIS. Lodging will be arranged by Project Management or Operations Manager or at times by the Foreman/Supervisor. Lodging will be based on one employee per room. AIS reserves the right to make alternate arrangements pending special circumstances or customer requests.

Charges for room service, phone calls, laundry, movie rentals, etc., will be the responsibility of the employee(s). If the crew elects to upgrade or change the pre-arranged accommodations, any extra costs will be the responsibility of the employee. Project Management or Operations must be notified prior to arranging any upgrades or changes. Individual(s) upgrades or changes can only be made with the express consent of AIS management. In such cases, the individual(s) will be responsible for their own transportation to and from the job site to the motel if their upgrade or change separates them from the rest of the crew.

In most cases, transportation on out-of-town jobs will be supplied by AIS by either providing the means of transportation or paying a mileage allotment and a predetermined travel allotment to an employee to drive his/her own vehicle to/from the job location. The Company reserves the right to limit the use of any company supplied transportation.

When air/bus/train travel is the required mode of transportation to and from the job including "Go-Homes", AIS will arrange and purchase the tickets for each employee. This transportation will be scheduled through a coordinated effort with Project Management, Operations, and when appropriate, the Job Supervisor / Foreman.

When traveling by air/bus/train, it is the employee's responsibility to report to the origin terminal in ample time before departure. AIS will not be responsible to deliver or pick up employees from the origin terminal. If an employee is at fault and fails to meet his/her schedule departure time, any resulting extra costs will be the sole responsibility of the employee.

On certain projects, an employee may opt to drive or use other methods of transportation to get to a job site in lieu of above transportation. It will be the employee's responsibility to report to the job site at the designated starting time on the first day and everyday thereafter. AIS will compensate the employee with an amount not greater than the AIS planned mode of travel plus the allocated travel time.

AIS reserves the right to arrange for company supplied travel accommodations by air, train, bus or any other means management deems operationally best to suit the needs of the project.

The employee must notify Operations or the Project Manager / Estimator at time of schedule notification as to any travel preference. Last minute changes could result in additional costs, associated with the changes, being assessed to the employee. Operations or the Project Manager / Estimator will assume the employee is traveling as scheduled unless notified otherwise.

AIS reserves the right to insist on air/bus/train travel for those employees who show lack of responsibility, or for situations that management feels the need to do so.

An employee may opt to receive cash compensation in lieu of taking a "Go-Home" for stays that result in a 4 week or more travel segment. The compensation will be 75% of the allocated travel fare plus the pre-determined "Go-Home" per diem. Employee must notify Project Manager two weeks prior to a go-home as AIS is subject to airline change fee. **If AIS incurs a penalty fee due to failure to provide advanced notice; this penalty fee will be assessed to employee.** No overnight per diem, lodging or transportation will be paid or supplied in this circumstance during the "go home" break.

Air, bus, or train travel fare ticket value is determined by the current two-week advanced purchase price. The ticket value will be supplied upon request.

AIS will not reimburse an employee if he/she chooses to use an RV, campsite, friend or relatives residence as his/her living quarters for out-of-town jobs. The only reimbursement considered will be the overnight per diem.

AIS reserves the right to assign an employee the responsibility of driving a Company vehicle to or from a job site where other employees may have traveled by air, bus or train.

Travel mileage incurred from a motel to a job site and vice-versa will not be compensated.

If an employee has his/her home residence within one and one-half hours of any out-of-town project, his/her travel and Go-Home allotments will be based on the AIS Local Projects policies as defined herein.

An employee scheduled for out of town work, who resides outside the one and one-half hour distance from the AIS York, PA facility and outside the one and one-half hour distance from his/her home residence, will be compensated for travel at the same allotment as determined for York, PA being the base origin.

Out-of-town travel will be paid in the following methods:

1. All out-of-town travel (to and return) will be paid on an hourly basis, based on a maximum pre-determined allotment. This information will be identified on the Job Survey or can be secured from the Project Manager / Estimator or Operations. The pre-determined travel allotments for all employees will be calculated by the Project Manager / Estimator with the AIS facility or the individuals home location serving as the base of origin. This will include a fixed travel time to/from the airport and will also include allotments for air-time and to arrival to the jobsite/hotel location.
2. Exceptions may apply in the event of severe traffic conditions or weather-related travel delays as approved by the Project Manager on a case by case basis.
3. The travel hour's allotment standard will be determined by internet resources comparable to Google Maps, and airline schedules.

4. While driving a CDL vehicle compensation is paid hourly. All Equipment and Tooling **MUST** be listed in the description. The completed 30-minute pre-trip and post-trip inspection reports must be accompany the Daily Report submitted to be considered for additional pay.

5. While driving a **FULLY** laden Gooseneck / F-550 flatbed vehicle, compensation is paid by the hour at the predetermined allotment amount. All Equipment and Tooling **MUST** be listed in the description to be considered **FULLY** laden, otherwise it will be paid as per diem. The completed 15-minute pre-trip and post-trip inspection reports must be accompany the Daily Report submitted to be considered for additional pay.