

Travel and Reimbursement Policy

Policy Regarding ESP Travel and Reimbursement: This policy will be effective **November 12,2009**

Reimbursement Policy:

ESP Services will reimburse, employees for purchases made with there personal finances in cash / credit card only with prior approval, you must have it in writing that you were approved either email or fax. Purchases must be noticed in advance 24 hours.(See Employee Use of Personal Credit Card for Purchases Policy) No Verbal will be accepted.

Employee must submit receipts with timesheet and expense report the payroll period ending and documentation with approval.

If you don't have an expense report, call the office or you may go to the ESP website and download the report. www.espenterprisesinc.com Employee forms --Next

Payment will not be issued without these items you will have to wait 1 payroll before receiving reimbursement, (processing accounting procedures).

Items ESP will not reimburse:

Excessive luggage fee, extra luggage

Personal cell phones and usage

Fax receipts (if you fax the office your timesheet, that is your responsibility to get time turned in .)

Extras added to car rentals, etc navigators, upgrades, fuel when returning car- employee should fill up gas tank prior to car rental return. Any car rentals returned and ESP is charged for fuel refill of the car rental will be deducted from there check. You are not authorized.

Pet deposit fees – if you take you pet out of town it is your responsibility

Citations parking or any other citations issued by Law Enforcement Agency it is the responsibility of the employee to obey all state laws.

Dry cleaning expenses

Flights for wife or friends

Personal computers

Extra services at hotels, movies, food.....etc.

If for uncontrollable circumstances occur and you are not able to get the receipts and expense report to ESP Services in a timely manner. ESP Services will allow 21days to turn in receipt for complete reimbursement. (must be approved by CFO at that point)

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Travel Policy:

ESP Services will not regard expenses for one's own business-related use, such as lodging and meals while Employee is on ESP Services-approved business trips,

ESP Services provides per diem for employees working out of town projects that are approved.

ESP Services provides lodging for employees working out of town projects require overnight stays, that is approved. **Note it is the responsibility** of the employee to maintain good housekeeping in the lodging place they are at. If any damages occur while employee or employees are occupying housing and there is a damage fee, the fee will be divided evenly between the employees occupying the housing.

Also must follow housing rules and regulations..

Employees must send a copy of the receipt to the office of the hotel after checking out by fax or email

Employees must notify the office when they are checking out to there lodging accommodations.

Employees shall report any employee violating hotel policy, damages employees make or illegal conduct

Example of damages:

Carpet burns

Holes in walls and ceilings

Doors broken

Windows broken

Furniture damages

Pet stains

ESP Services provides transportation for employees that are on projects that are out of town, and are approved, employees must adhere to the driver's policy. Employees that add extra add on's to the car rental will have to pay for them. Employees must have auto insurance that will cover rental cars(check with your insurance company). Anything added extra will be at the employee's expense. ESP requires that when employee rents a car they return the vehicles with fuel tank filled up prior to car rental return. If the employee returns the car rental without refueling it will be the cost of the employee. All receipts must be turned into the office immediately after car rental is returned.

Corrected deductions will be applied.

All employees who rent car rentals must send the original copy and a faxed copy to the office for verification. (Accounting audits).

Car rentals **returns** office must be notified 24 hours car rentals.

Traveling:

Only ESP employees that are on out of town projects every 60days consecutively. Will have a flight round trip available to fly home, the flight must not interfere with work schedule.

Employees must submit in writing 2 weeks prior to using there flight option with there supervisor approval.

Employees that do not use the flight within the 60days will lose it.

Employees that do choose not to use the flight will not be reimbursed money.

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I have read and acknowledge receipt of policy

Signature _____

Date _____