

Out of Town Travel & Per Diem Rates

Travel time to and from out of town projects is not paid. However, if an employee is asked to stop at the Yard before leaving town to deliver tools/materials, his/her travel hours will be compensated.

The driver (and only the driver) of a personal vehicle going to the worksite will be paid mileage as either a flat fee (each way) or mileage reimbursements that are calculated based on mileage from the corporate office to the jobsite, less 70 miles (using established IRS rates). The calculation method will be determined at the beginning of each individual project. The driver will indicate this mileage request on their timecard for that week and will be paid on the following week's paycheck.

Frequency of return trips will be determined on a job-by-job basis.

Every out of town project is looked at individually to determine if employees will be responsible for arranging their own lodging and paid lodging per diems, or if the company will arrange and pay for hotel/apartments for employees.

"Normal" per diem rates are listed below. However, the company reserves the right to adjust these amounts if lodging expenses are greater in an area and per diems will be adjusted accordingly.

Per Diem: \$35.00 per night (meals and incidental expenses)

Per Diem: \$45.00 per night (lodging)