

Travel

It is the responsibility of each employee to provide his or her own transportation to and from work. Carpooling with others is often desirable. When a transport vehicle is made available, employees will be expected to use this transportation without receiving mileage reimbursement.

When traveling to a jobsite that is more than 70 miles from the corporate office, the Company will reimburse employees for mileage in excess of 70 miles, each way (as calculated using the shortest route by Google Maps). Likewise, mileage will not be paid if the jobsite is within 70 miles of the employee's home. Mileage for out-of-town projects where employees do not commute on a daily basis will be considered on an individual basis at the beginning of the project.