

Mileage:

For team members who do not have access to a Company fuel card, business personal auto travel miles (along with fuel as covered in the following section) will be reimbursed at a rate of \$0.40 per mile. For team members who do have access to a Company fuel card, business personal auto travel miles will be reimbursed at a rate of \$0.25 per mile.

Reasonable related expenses such as tolls and parking, associated to business travel, will be fully reimbursed. With the exception of Directors and Executive team members, Flyers Energy does not provide any bridge toll bypass account or device to any team member for the purpose of being used in a personal vehicle.

For mileage reimbursement, the standard commute mileage for the team member's normal commute between home and his or her primary work location should be deducted from their actual miles driven on a business trip. Team members who have access to a Company vehicle and have been instructed to use said vehicle, will not be reimbursed for any mileage expenses incurred by their voluntary election to utilize their own personal vehicle.

Fuel:

Team members who regularly travel for business purposes will be provided with a Company fuel card. The department Director must make approval of a Company fuel card. Team members who utilize a Company fuel card are required to utilize the fuel card for all fuel used for business travel, up to an average of 20 miles per gallon per calendar month. Gallon use will be monitored and audited against the business miles traveled as identified in the team member's monthly expense report. In the event that the team member utilizes a vehicle that achieves greater than 20 miles per gallon, the additional gallons that may have been otherwise reimbursable will be forfeit. In the event that the team member utilizes gallons in excess of the 20 miles per gallon standard, the excess fuel may be billed to the team member and become due to Flyers Energy within 30 days.

Team members who do not have access to a Company fuel card will be reimbursed for both fuel and mileage in the same \$0.40 per mile reimbursement rate.

Meals:

Meals are generally expected to fall within a daily per diem guideline. A per diem of up to \$50 per day will be provided to any team member who is required to travel overnight on Company business. Flyers Energy will only reimburse actual expenses and will not automatically pay the daily per diem rate.

A team member, whose travel begins and ends at their primary working location within a single 12-hour period, is not eligible for any portion of the daily per diem rate for that day of travel.

Alcoholic beverages with a meal are allowed as a part of the per diem. Team members who consume alcohol with their meal are reminded to drink responsibly and never drink-and-drive.

Business meals are not reimbursed unless there is a specific business purpose (i.e. recognition event, business meetings, etc.). Proper documentation of the business purpose will be required.

Lodging:

Reasonable expenses associated with lodging for out of town business trips will be reimbursed. Team members are expected to book the least expensive room available and take advantage of discounts wherever possible regardless of any hotel frequent guest programs. When staying in an area where Flyers Energy has an office, travelers must book lodging at area hotels where Flyers Energy has negotiated a preferred rate.

Negotiated preferred rates are currently available for team members traveling on Company business to:

- Auburn
- Bakersfield
- Bloomington
- Reno/Sparks
- San Bruno
- Visalia

In the event that you are traveling to an area where the Company may have recently established a negotiated preferred rate, please contact any team member in the A/P department. When a team member is booking rooms for a hotel where Flyers has a Direct Bill account, the team member is to book his/her rooms and notify A/P so that they can ensure the preferred rate was honored.

The maximum daily rate, which will be reimbursed by the company for lodging expenses, is \$140.00 per night. Team members staying in a higher priced hotel will be required to cover the difference unless the expense was approved prior to travel by a "C-Level" team member.

Laundry expenses will be reimbursed only when a trip exceeds five (5) working days in length. Laundry expenses incurred at home prior to or upon return from a trip are not reimbursable.

Health club entry fees, movie fees, telephone usage fees and all other optional hotel expenses incurred are not reimbursable. If your duties require that you maintain Internet access while traveling, the company will reimburse reasonable daily charges for business use of Internet.

Car Rentals:

Only mid-size cars or smaller are to be rented unless three or more Flyers Energy team members are traveling together. Flyers Energy maintains a

corporate auto insurance policy and the rental agency's daily insurance coverage should be declined. Flyers Energy will not reimburse insurance purchased from the rental agencies. Only Flyers Energy team members have authorization to drive the rental car.

3. Personal travel may be allowed to be combined with a Flyers Energy business trip. All personal travel costs will be the responsibility of the team member and should not be charged to the company. The team member is responsible for following the IRS regulations to be in compliance with personal/ business combined travel.
4. Expense reports with all required receipts are to be submitted by the 10th of the following calendar month from which the expenses were incurred. Non-compliance with the policy, incomplete information, missing receipts or lack of proper approvals will delay reimbursement. Expense reports may be rejected by management for payment if not submitted by the end of the calendar month following the month in which expenses were incurred. The proper form must be used for all expense reporting. The approved Expense Report form is available from the Flyers Energy A/P department.
5. On an exception basis, the Company may grant a travel advance. Travel advances require C-level approval. A team member and their manager need to estimate the expenses as accurately as possible. Any monies due back to Flyers Energy upon completion of the trip must be reimbursed to the Company, accompanied by an expense report and receipts within 30 days.