
ARTICLE 9
TRANSFER AND TRAVEL EXPENSE

9.01 Expense in Connection with Transfers.

- A. Employee Initiated: The Company will not pay transfer or moving expenses when the transfer is employee initiated.
1. The employee will suffer no loss of regular pay for reasonable time off to arrange for the moving of household furnishings and to make the trip to the new location.
- B. When an employee is transferred from one town to another in accordance with 7.01A3, 7.01C, and 12.04, he/she will be given reasonable notice prior to the transfer (see 9.01C). Reasonable expenses incurred by the employee in connection with the transfer will be borne by the Company as follows:
1. The transferred employee may be allowed one exploratory trip for self and spouse from the old location to the new location at Company expense to find a new residence and the following expenses will be paid by the Company:
 - a. Actual transportation costs of Company designated public transportation between cities (unless Company transportation is provided), or the equivalent if the employee uses privately arranged transportation. Local transportation at the new location may be provided by the Company. If the Company does not provide such transportation, an allowance of \$10.00 will be paid the employee in lieu of local transportation costs during the exploratory trip.
 - b. Receipted lodging for employee and spouse not to exceed 2 nights.
 - c. Receipted meal expense for the employee and spouse not to exceed 3 days.
 - d. The employee will suffer no loss of regular pay for up to 3 days.

- e. Receipted reasonable baby sitting charges for child care if required, not to exceed 2 nights and 3 days.
2. The employee will suffer no loss of regular pay for reasonable time off to arrange for the moving of household furnishings and to make the trip to the new location.
 - a. The employee will be reimbursed, upon presentation of receipted bills or other evidence of payment, for actual costs of transportation, meals, lodging and other incidental expenses of himself, and the members of his/her immediate family residing with him/her, including drayage costs (includes movement of mobile homes) and the other incidental expenses of moving household furnishings. All expenses to be reimbursed under this Article must be submitted for reimbursement within 6 months of the effective date of the transfer, unless the exception is agreed to by the Company.
 3. The following options are provided with respect to a relocated employee's disposal of his/her principal residence, which is limited to one- or two-family houses, condominiums, and townhouses. Mobile homes, house boats, lake houses, farms or other land in excess of 5 acres on which the employee lives will qualify to the limit of 5 total acres under this plan, inclusive of the principal residence.
 - a. The employee may elect to sell his/her own residence in which case the following actual out-of-pocket expenses connected with the sale will be paid by the Company:
 - 1) Any penalty payment that the employee must pay because of pre-payment or early payment of the mortgage loan on his/her residence, not to exceed \$200.00.
 - 2) Appraisal fee or expense if paid by the seller.

- 3) Cost of preparation of abstract or cost of title insurance or title search in those localities in which there is a well-established practice of the seller furnishing proof of title (by abstract, title insurance or other title search). Such expenses are not reimbursable where the seller varies from the established local practice of the purchaser paying for his/her own title insurance, abstract or title search.
 - 4) The cost of any federal revenue or documentary stamps that the seller has to purchase in connection with the transfer or sale of his/her residence.
- b. Employees will be paid a lump sum equal to 4.5% of the appraised value of their home within 10 days following the receipt of the property appraisals. Employees will be paid an additional 4.5% of the appraisal value after 9 months or upon sale of their residence, whichever is earlier. The appraised value will be based on the average of 2 independent appraisals. Both appraisals will be made by appraisers selected by the Company and should be completed as soon as is practicable following the employee's acceptance of a job which requires a change in residence. The employee may suggest an appraiser who is on the Company's list of approved appraisers. Consideration will be given to using that appraiser for one of the 2 appraisals. The average of these 2 appraisals will normally be the established value of the employee's property. However, if the lower appraisal varies from the higher by more than 5%, a third appraisal will be ordered and the average of the 3 appraisals will become the appraised value.

- 1) The payment of the lump sum described in "b" above relieves the Company of any further obligations under 9.01B3.
 - 2) Disputes that may arise under 9.01B3b are not subject to the grievance procedure nor arbitration.
 - 3) Employees whose principal residence is a mobile home will have the option to accept the lump sum provision of 9.01B3b or be reimbursed for the movement of the mobile home.
4. The Company will also reimburse the employee for the following expenses:
- a. Expenses incurred for disconnecting normal household appliances at the old residence and reconnecting said appliances at his/her new residence. This item includes the expense of providing interior wiring (including 220 volt wiring) and interior pipe and tubing extensions which are necessary in order to use the electric or gas appliances which are being moved from the residence at the old location. The expenses of new or rearranged entrance facilities for either gas or electricity are not to be included. It is also understood that appliances as used in this paragraph do not apply to television antenna installations at either the old or the new residence.
 - b. Connection charges for utility service. This item includes only charges which are paid to the utility as a connection charge and does not include advance deposits required by the utility as insurance for the payment of future utility bills.
 - c. Expenses incurred for refitting, installation of drapes, curtains, rugs or carpets. This item is limited only to the cost of installation and refitting of drapes and curtains, and the refitting and laying of rugs or carpets and does not include any replacement cost or the cost of any additional or new material.

5. The Company will also pay a lump sum of \$2,500.00 to employees who rent their principal residence to help cover other move-related expenses. Upon receipt of written notice to the Relocation Coordinator of employee's intent to relocate, a voucher will be processed to pay the employee. The above payment is contingent upon the employee moving his/her principal residence within one year.
- C. Any change in the designation of an employee's headquarters town that is more than 35 miles will be considered and treated as a transfer for the purposes of this Section. Distance calculations under this section will be as shown on the most recent official State Highway Department map.

9.02 Travel Expenses.

A. Commuting Expense

1. When an employee is asked to report to work outside his/her headquarters exchange/WRA at another location that is 50 miles or less from his/her regular place of reporting, he/she will travel on his/her own time, report for duty at the beginning of his/her assigned tour and be compensated as follows:

Up to and including 35 miles	\$24.00
Over 35 through 50 miles	\$48.00

 - a. Service Consultants covered under PVR will be entitled to a daily allowance of \$10.00 per day or *part* day worked.
2. Distance calculations in this section will be actual mileage on the most commonly used direct route.
3. The Company agrees to follow the selection procedures of 12.05C for all commutes outside an employee's headquarters exchange/WRA.

B. Temporary Transfers (See 12.05A) (CPE see Customer Markets Addendum).

1. For temporary transfers of over 50 miles from the employee's regular place of reporting, reimbursement will be based on the option chosen by the employee:

Option A

IRS maximum allowance for all expenses.

Option B

IRS maximum allowance for meals and incidental expenses plus \$12.00. Company pays for lodging. When an employee takes Option B, he/she may voucher properly receipted, necessary and reasonable lodging expense incurred at a commercial establishment.

Over 50 miles: Company pays for transportation and travel time.

- a. Distance calculations under this section will be as shown on the most recent official State Highway Department maps.
2. In addition to the IRS maximum allowance for meals and other incidental expenses plus \$12.00 authorized under Option B above, for each day worked the employee will be entitled to directly voucher, with proper receipts, reasonable and necessary local transportation for intracity transportation cost that exceeds \$5.50 per day incurred for travel from his/her place of lodging in the temporary location to his/her place of reporting provided such transportation is not arranged for by the Company without cost to the employee.
3. When an employee is traveling to or from the temporary location, if the combination of paid travel time and work time at the temporary location does not exceed one-half of the length of a normal tour, he/she will be entitled to one-half the applicable meal and incidental expense allowance.

Should this combination exceed one-half the length of a normal tour, he/she will receive the entire daily allowance.

4. If an employee's established home is within the exchange to which he/she is temporarily transferred, he/she will only be entitled to be paid in accordance with the mileage bands in 9.02A1 for up to 50 miles, on the day or part days worked, even though the distance between the employee's headquarters exchange and the temporary exchange location is more than 50 miles.
5. In the case of training schools or emergency situations, the Company may elect to furnish suitable lodging and pay for same directly. If lodging is furnished, the employee will not be reimbursed for lodging incurred elsewhere unless such expense is specifically approved by the Company in advance.
6. If the distance and work conditions permit, an employee on temporary transfer may visit on non-scheduled days any town within reasonable travel distance. In this event, he/she will receive travel expense as follows:
 - a. Employees receiving the IRS maximum allowance under Option B will only be entitled to receive the appropriate IRS maximum allowance under Option A.
 - b. Employees receiving Option A IRS maximum allowance will be entitled to receive the same amount for such travel.
 - c. When the Company furnishes lodging for employees attending training schools or for employees involved in a group movement for emergency reasons and pays for same directly, such employees will not be entitled to lodging expense incurred elsewhere when he/she visits another town on non-scheduled days. In this event he/she will be entitled to Option B.

7. Any employee who is in a temporary transfer status to attend a training school, who travels to the temporary location by common carrier, may directly voucher reasonable and necessary local travel expense incurred on weekends by presenting properly receipted vouchers, provided the Company does not provide local transportation.

C. Interim return home expense.

1. In the event of extended periods of transfer, the Company will occasionally pay intercity and intracity transportation cost in accordance with the provisions of 9.04 for the employee to visit his/her home on non-scheduled days. On such return home visits the employee will also be entitled to the IRS maximum allowance amounts as if the temporary assignments were commencing or terminating as outlined in 9.02B3. This return home provision is to be interpreted and applied as follows:

- a. When the Company furnishes lodging as outlined in "5" above, the employee will only be reimbursed for designated inter and intracity transportation cost plus IRS maximum allowance for meals and incidental expenses plus \$12.00.
- b. The frequency of visits to the employee's home should be based on the expected duration of the temporary assignment. The following frequency for return home visits should be permitted if the employee so desires.

Expected Duration of Temporary Transfer	Permitted Home Visits
21 days or less	0 [see (2) below]
22 days through 35 days	1
36 days through 49 days	2
50 days through 63 days	3
More than 63 days	1 for each additional period of 13 days

- 1) For the purposes of this paragraph, the days must be consecutive, but may include partial days (e.g., partial days in a travel status while traveling to or from the temporary location) and will also include those days at home on a return visit per the provisions of this paragraph.
 - 2) Where the duration of the temporary transfer is expected to be 21 days or less but includes 3 full week-ends, one visit home would be allowed under this paragraph.
- c. The return home visits may be taken during any non-scheduled periods, provided the total number of visits does not exceed the number specified for the expected duration. Return home visits should not be made during consecutive weeks.
 - d. Returning home is optional with the employee. He/She may elect to remain at the temporary location in lieu of returning home. In this event he/she is not entitled to receive the cost of transportation in lieu of returning to his/her home. After a minimum period of 3 consecutive weeks and on 3-week intervals thereafter, an employee may have his/her spouse or a member of his/her immediate family travel to the temporary work location in lieu of the employee traveling to his/her home location. Expenses for such travel are reimbursable to the employee up to an amount not exceeding the expenses which the employee would have incurred in traveling to and from his/her home location. In those instances where the spouse or a member of the employee's immediate family visits the temporary location, he/she will not be entitled to the IRS maximum allowance/per diem allowance (CPE only) on non-scheduled non-work days during such visits.

- e. When an employee elects to visit his/her home, he/she is not entitled to any travel time since such travel is not required by the Company.
- f. Intercity and intracity transportation to be paid by the Company is limited to visits to the employee's home only. If he/she elects to visit elsewhere he/she will only be entitled to the IRS maximum allowance/per diem allowance (CPE only) under the conditions outlined in 9.02B6.

D. Employees will be required to submit individual expense vouchers when such expense is not reported on their work reports or otherwise furnished directly by the Company.

9.03 Expenses for Employees Working Split Tours.

Employees working split tours will be paid \$5.00 per split tour as the equivalent of street car or public bus transportation, provided both sessions of the tour are worked in whole or in part.

9.04 Intercity Transportation.

A. The Company will provide transportation by Company owned vehicles or commercially rented motor vehicles, or will designate transportation by intercity common carrier (subject to "B" below) for necessary intercity transportation.

- 1. When the Company designates transportation by intercity common carrier (and the employee does not elect treatment under "B" below), the cost of necessary and reasonable local transportation incurred at the employee's home location between the local point of departure and the intercity common carrier terminal for the beginning and ending segments of the intercity trip will be handled by reimbursing the employee for such cost upon presentation of properly receipted vouchers from a local commercial common carrier. Such reimbursements, however, will not exceed the cost of transportation between the employee's usual place of reporting and the intercity common carrier terminal. As an alternative, the employee may elect to be

paid a local transportation allowance of \$5.00 each for either or both the departing and terminating segments at his/her home location.

2. Additionally, upon presentation of properly received vouchers from a local commercial common carrier at the employee's destination, the employee will be reimbursed for the cost of necessary and reasonable local transportation incurred between the intercity common carrier terminal and the employee's place of lodging, or place of reporting as appropriate, for the beginning and ending segments of the intercity trip. As an alternative, the employee may elect to be paid a local transportation allowance of \$5.00 each for either or both the terminating and departing segments at his/her destination.
- B. When an employee not covered by the Personal Vehicle Reimbursement Plan declines to travel by Company designated intercity common carrier and elects to make his/her own transportation arrangements and he/she has principal responsibility (owned, borrowed, leased or rented) for the vehicle used for such travel, the Company will reimburse the employee at the maximum IRS rate per mile based on distance calculations between locations as shown on the most recent official State Highway Department maps for intrastate travel or Rand McNally Atlas for interstate travel. This rate will go into effect as soon as possible after the increase becomes effective and no later than the beginning of the next calendar quarter of the year. In addition, when the Company designated common carrier is an airline, the employee, including those on the Personal Vehicle Reimbursement Plan, will be paid an Optional Travel Allowance as indicated in the table below. If a round trip is involved, he/she will be paid one allowance for the trip to the distant city and one for the return.

Intercity Travel Distance (one way)	Amount
0 thru 50 miles	\$ 0
greater than 50 thru 100 miles	\$14.50
greater than 100 miles	\$29.25

1. After having declined to travel by Company designated means as described in "A" above, should an employee subsequently elect to travel by intercity common carrier, upon presentation of properly receipted travel vouchers, the employee will be reimbursed for the cost of the intercity common carrier travel utilized up to an amount not in excess of the travel cost that would have been incurred had the employee traveled by Company designated intercity common carrier or subsequently designated Company transportation.
 2. In addition, the Company's obligation, if any, under 9.02 or 10.02 for employee arranged travel expenses and travel time will be the same as would have been incurred had the employee actually traveled by the means designated by the Company.
- C. Employees on the Personal Vehicle Reimbursement Plan shall use their own vehicle for intercity travel of 100 miles or less. For intercity travel of more than 100 miles, the employee has the option of "A" above.

9.05 Special Commuting Allowance.

- A. A special "all in a day's work" commuting allowance may be paid an employee not covered under PVR when a need develops for the employee to work or attend training for one tour or part tour in another exchange/WRA. This special allowance will be paid in accordance with the mileage bands in 9.02A1 for up to 50 miles. For distances over 50 miles in addition to the mileage band payments, an employee will be entitled to the maximum IRS rate per mile for all miles driven over 50 miles each way.

The conditions under which this special allowance is applicable are as follows:

1. When an employee is needed to work, take training or attend a meeting in another exchange/WRA after his/her tour begins at his/her regular place of reporting, he/she may, with his/her supervisor's approval, use his/her

personal vehicle in lieu of public or Company provided transportation and be paid the special allowance. In this event he/she will be paid for all scheduled and non-scheduled time required to travel to and from the distant exchange/WRA.

2. When an employee is scheduled to work, take training or attend a meeting in another exchange/WRA for one day or part day he/she may, with his/her supervisor's approval, use his/her personal vehicle and be paid the special allowance in lieu of using public or Company provided transportation. In this event he/she will be paid for all scheduled and non-scheduled time required in traveling to and from the distant exchange/WRA.
3. This special allowance is to be paid in "1" and "2" above only if the employee elects to use his/her personal vehicle in lieu of Company provided transportation and the use of same is approved in advance by his/her supervisor. If the employee does not agree to use his/her personal vehicle and receive the allowance and travel pay, the Company will be required to provide transportation for such travel and pay for the time spent traveling to and from the distant location.

9.06 Motor Vehicle Usage.

- A. In the work units where Stand-by Technicians are utilized, the Technician on Stand-by shall be allowed to drive a Company vehicle to and from his/her home in accordance with the Fair Labor Standards Act.
- B. Additionally, the General Manager, or his/her designee and the Local President, or his/her designee, will hold a meeting to mutually agree on plans for Motor Vehicle Usage to be used in special circumstances. Following that agreement, employees may be granted use of a Company vehicle on an individual case.

If the General Manager and Local President (or their designee) cannot come to an agreement, the issue can be escalated to the

Network Vice President, or his/her designee, and the State Representative, or his/her designee, for the parties to come to mutual agreement. Following that agreement, employees may be granted use of a Company vehicle on an individual case.

9.07 Personal Vehicle Reimbursement Plan (for Large Business and CPE only).

- A. Service Consultants shall be required to participate in the personal vehicle reimbursement plan.
 - 1. The employee's vehicle should be available for business needs at all times during normal business hours.
 - 2. The vehicle should meet safety standards comparable to Company owned vehicles and be mechanically sound.
 - 3. The vehicle must be in a presentable condition.
- B. Employees must provide insurance coverage at least equal to the minimum liability limits required under their state's financial responsibility or compulsory liability insurance law. Employees shall provide their supervisor a copy of their insurance policy detailing coverage levels and endorsements equal to or exceeding the standards specified.
- C. Commuting expenses are considered personal expenses and will not be reimbursed. Commuting is defined as "the first and last trip of the day between the employee's residence and any work location within the general metropolitan area in which the employee normally responds to work." Should the first or last trip be to or from a location outside the general metropolitan area, then all the mileage is reportable as business.
- D. Reimbursement will include a fixed amount and mileage.
 - 1. The fixed amount of \$25.00 will be per 2 week pay period. This is considered as taxable income and will be reflected on the employee's W-2.
 - 2. The mileage reimbursement will be the IRS rate per mile, subject to review and adjustments of the Employee

Personal Vehicle Reimbursement Plan. This is not considered as taxable income. A mileage log will be turned in bi-weekly.

ARTICLE 10 TRAVEL TIME AND TRAVEL CONDITIONS

10.01 Place of Reporting.

- A. The Company will designate the place at which employees will be required to report for work.
 1. This may be an office, garage, work center or place of motor vehicle storage (or, in the case of Construction cable splicing forces who do not operate from a motor vehicle at the job) within the limits of his/her headquarters exchange/WRA. It is further understood that within a Control Center environment, there will be only one place of reporting for an employee within an exchange.
 - a. Construction cable splicing forces who do not operate from a motor vehicle and are required to report at the job will be paid \$5.00 per tour or part tour worked in lieu of the cost of public transportation.
 - b. Nothing in this section will be construed as prohibiting the Company from designating the job or a location en route to the job for any employee when such designation is requested by the employee or the Company and is agreeable to both parties.
 - c. An employee whose place of reporting is temporarily changed within his/her headquarters exchange/WRA will be paid a daily allowance of \$5.50 provided that the temporary place of reporting lies beyond a radius of one mile from the regular place of reporting.
 2. Consideration will be given in the order of seniority to an employee with a valid request on file for (1) reporting to a work group or work unit at another location within the