

Travel Expenses

1.0 Policy

ULTRA TECH employees may be required to travel on job-related business. It is customary to reimburse the employee for reasonable expenses incurred while in travel status and to comply with applicable accounting practices and where billable, contract limitations.

2.0 Scope

All employees authorized to travel on job-related business.

3.0 Guidelines

Employees are expected to exercise reasonable discretion and judgement when incurring travel expenses.

Travel that is specified in a contract task order and is to be charged directly to the contract task order must be approved by the responsible Project Manager in advance on an ULTRA TECH Travel Authorization form. Such travel should be coordinated with the Government Contracting Officer representative(COR)in advance and will be reimbursed in accordance with the Joint Travel Regulations.

Travel and hotel arrangements should be made through the travel agent designated by the Company. Such arrangements should be made as far in advance as possible.

Cash advances to cover the anticipated cost of meals and lodging may be obtained, but may not exceed an amount equal to the daily per diem rate prescribed in the Federal Travel Regulation times the number of travel days required. Advances must be requested using a Travel Advance form.

Reimbursement (less cash advances) will be made for lodging and meals on an actual and reasonable basis not to exceed the prevailing per diem rate prescribed by the Federal Travel Regulations.

Cost for transportation will be based on actual costs incurred for tourists or coach class travel accommodations on commercial air carriers or economy class rental vehicles.

Exceptions to designated modes/classes of transportation must be justified in writing. The Company, however, reserves the right to disapprove such additional costs where not deemed appropriate.

Reimbursement for the use of a personal automobile while on Company business will be at the prevailing rate specified in the Federal Travel Regulations for the period in which the travel occurred.

Employees on extended travel are authorized reimbursement for one five-minute phone call per week.

Employees are expected to file accurate and complete Expense Report forms through their management within five (5) working days of their return. Receipts are required for all expenses in excess of \$25.00 and in particular for all special expenses, regardless of amount, that are unusual or in addition to those identified in this policy.

Reimbursement to the Company for outstanding travel advances must be made at the time the Expense Report is filed. Reimbursement to the employee will be made through Accounting as expeditiously as possible, and generally within 10 working days.

Falsification of travel expenses will not be tolerated and can result in disciplinary action, including termination.