

Ensign-Bickford Industries, Inc. And Subsidiaries Travel & Entertainment Policy

This document provides guidelines and establishes policy for employees and others incurring business travel and entertainment expenses on behalf of Ensign-Bickford Industries, Inc. and its subsidiaries and affiliates (“the Company”).

Objectives

- Ensure all employees, and others travelling on behalf of the Company, have a clear and consistent understanding of policies for business travel and entertainment.
- Provide business travelers with a reasonable level of service and comfort at the lowest possible cost.
- Maximize the Company's ability to negotiate discounted rates with preferred suppliers and reduce travel expenses.
- Maintain the safety of employees travelling on Company business.

Scope

This travel policy applies to all employees of EBI and its subsidiaries and affiliates, and others travelling on behalf of the Company. Individual subsidiaries and affiliates may have their own travel policies so long as they are no less stringent than the Company policy.

Responsibility

The traveler is responsible for complying with the travel policy. The traveler's supervisor is responsible for reviewing expense reports to insure they are consistent with this policy.

Consistent with this Policy, the Company will reimburse employees, and others travelling on behalf of the Company, for all reasonable and necessary expenses while traveling on authorized Company business.

The Company assumes no obligation to reimburse employees, and others travelling on behalf of the Company, for expenses that are not in compliance with this policy.

Who to Call on Travel Policy Issues

Any questions, concerns or suggestions regarding this travel policy may be directed to the EBI Vice President – Finance and Control.

Travel Decision

Prior to making travel arrangements, employees should consider whether their goals can be achieved by utilizing conference call(s), video conferencing or other means.

Only one person should travel for a specific purpose unless more are required to accomplish the goal.

Advance approval may be required for travel to outside seminars, conferences, workshops or off-site meetings. See Attachment I for the Travel Request form.

Reservation Procedures

Travelers should make reservations as early as possible to take advantage of advance purchase discounts. Air travel booked 21 days in advance is generally the lowest cost. Travelers are encouraged to book flights 21 days in advance and to book flights on Tuesdays to receive lower fares.

In order to allow the Company to negotiate the best discounts possible, all air travel, lodging, car rental and rail travel reservations should be booked through the Company's approved travel agency, AAA. (Employees of AFB International may also use Adelman Travel.) Information on AAA is as follows:

Regular Office Hours: 8 a.m. to 6 p.m. Eastern

On-line Address: www.concursolutions.com

On-line Help Desk Phone: 1-877-463-0543

Agent Phone: 1-800-468-4509 (domestic) or 1-888-214-4340 (international)

On-line booking is encouraged to limit travel agency fees.

On-line: \$12 - \$18 Live Agent: (Domestic) \$25 - \$30

Live Agent: (International) \$35 - \$40

Car and/or hotel only \$5 - \$6

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Employees may also use the AAA/Concur Travel web site to book personal travel. This will allow employees to take advantage of the discounts EBI has negotiated. (After signing onto the system, choose "Personal" from the drop-down menu on the left-hand side of the screen. Note that you will need to set up a personal credit card in your profile to be utilized for these travel charges.)

AAA will advise the traveler of the lowest airfare available. The traveler should choose the lowest fare unless doing so results in unreasonable inconvenience / travel time. To take advantage of Company discounts, when traveling to locations frequently visited, travelers should stay at properties designated as "best value" or second choice on Attachment II. Employees should also utilize our contracted car rental provider National Rental Car/Enterprise Rent-A-Car. AAA will also ensure that the traveler receives the Company – specific discounts or AAA rates.

Changes to travel schedules that result in expensive change fees should be avoided where possible.

Emergency Travel Assistance / En Route Changes

Travelers may use the 24-hour, toll-free Emergency phone numbers for changes on the road or after normal business hours. This number appears on pocket cards from AAA that can be obtained from your travel coordinator or Anna Fusari at EBICS.

- Domestic Travel assistance should call 1-800-468-4509
- International Travel assistance should call 1-888-214-4340
- After Hours assistance is available at 1-800-354-4514 (domestic) or 1-513-763-8870 (international)

International Travel Advisories

Employees must NOT travel to countries for which a travel advisory has been issued by the U.S. State Department. You may access the Department's website at travel.state.gov/content/passports/english/alertswarnings.html to obtain current listings.

Employees Traveling Together

The number of Company personnel traveling together on the same flight must not exceed 2 senior executives (grade level 18 or above) or more than one employee if unique talents or skills or Company functions would be placed at risk if an accident or other incident were to occur.

If groups need to travel to the same destination, the number of employees on any plane should be limited by use of different carriers and/or departure times and, if by vehicle, limited as practicable by use of different vehicles.

Spouse/Companion Travel

A spouse or other individual may accompany an employee on a business trip at the employee's expense.

The Company will not reimburse travel and entertainment expenses incurred by a spouse or other individual accompanying an employee on business unless there is a bona fide business purpose for taking the spouse or other individual, which must be approved in advance by the Chief Executive Officer or Subsidiary President.

Reimbursement for Personal Car Usage

Travelers will be reimbursed for business usage of personal cars on a fixed scale based on current IRS guidelines. Employees will not be reimbursed for any repairs to their personal car even if these costs result from business travel.

To be reimbursed for use of their personal car for business, travelers must provide the following on their expense report:

- purpose of the trip
- date and location

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- receipts for tolls and parking
- mileage

Travelers should also consider whether it is more economical to rent a car rather than taking one's personal vehicle.

Expense Reporting:

Timing for Expense Report Submission and Reimbursement

Travelers should file expense reports at their earliest convenience after returning from their trip but in no event later than 3 months after the trip is completed. To reduce Concur processing fees, reports for minor amounts should be combined and submitted less frequently if it does not inconvenience the traveler.

For employees of Ensign-Bickford Aerospace & Defense Company, reimbursement of approved expenses will be sent to employees in their payroll check/direct deposit. All T&E's should be sent to Accounts Payable by Thursday at 12 noon in order for reimbursement to be included in their paycheck.

All other employees must prepare and submit their expense reports using EBI's on-line service at www.concursolutions.com. (This is the same web site used for booking travel arrangements.) All American Express travel card charges will be forwarded to this web site to facilitate preparation of reports. Once submitted through Concur and approved, all payment for Company travel card purchases will be made directly to American Express on the cardholder's behalf. Any remaining out-of-pocket costs will be reimbursed via direct deposit to the traveler's bank account (or Aline pay card, as may be applicable in certain cases). **Payment for all travel costs must be made using the American Express travel card** unless the card is not accepted or it is not practical to do so (for example hotel tips).

Approval /Authorization Process

The level of authority required for approving travel and entertainment related expenses are detailed in the Matrix of Commitment or Spending Authority for each organization.

All expense reports must be approved by the employee's immediate supervisor or, if unavailable, the next higher authority, according to the approval levels established.

No employee is authorized to approve their own, a peer's or a supervisor's travel expense report.

Documentation Requirements

Travelers must provide the following information in order to be reimbursed for expenditures:

- business purpose
- names of individuals present, their titles / function and company name
- name and location of where the meal or event took place
- exact amount and date of the expense
- business topic discussed
- in the case of entertainment events, the time the business discussion took place (i.e., before, during or after the event)

The above requirements meet IRS rules.

Regardless of IRS requirements, **Company policy requires receipts for personal meals in excess of \$25.00***.

Travelers must submit the following documentation along with their expense report form:

- Air/Rail – original passenger coupon plus itinerary (AAA e-mail is acceptable)
- Hotel – hotel folio plus itinerary and charge/credit card receipt or other proof of payment
- Car Rental – rental car agreement plus charge/credit card receipt or other proof of payment
- Meals/Entertainment – itemized receipt and charge/credit card receipt or cash register receipt (**no** restaurant tear tabs)
- Receipt for all miscellaneous expenses over \$25.00*

*Submission of receipts for items less than or equal to \$25.00 is encouraged but not required.

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Receipts must include the name of the vendor, location, date and dollar amount.

When a receipt is not available, a written explanation of the expense and the reason for the missing receipt are required for items greater than \$25.00.

Actual bills/receipts must be submitted whenever possible; photocopies or credit card statements may be accepted with an explanation as to why the original is unavailable. For employees using Concur for expense report submission, actual bills/receipts must be provided electronically (via e-mail, fax or smart phone).

All documentation should accompany the Travel and Entertainment report to ensure timely reimbursement.

Incorrect or Incomplete Expense Reports

Expense reports that are incorrect or incomplete will be returned to the traveler for corrective action and may result in delay or denial of reimbursement of specific items.

Disregard for Company policy or altering of receipts may result in disciplinary action up to and including termination.

Reimbursable Expenses

Travelers will be reimbursed for the reasonable cost of:

- airfare on commercial airlines (coach class unless an international flight with flying times on any one leg of \geq 5 hours or unless approved in advance by EBI CEO or Subsidiary President)
- aisle or bulkhead seating for flights \geq 2 hours or if only available seat (up to \$50 each way)
- early bird seating (up to \$25 each way)
- baggage fees (when away for more than 2 nights or when necessary to transport business materials)
- train tickets (coach class unless approved in advance by EBI CEO or Subsidiary President)
- hotel accommodations
- air freight for business purposes
- airline club memberships dues for 1 membership (for heavy travelers only, with EBI CEO advance approval)
- ATM cash advance fees
- business office expenses (fax, copy services, etc)
- business phone calls
- cellular phone use (up to \$5 per day)
- car rental (up to intermediate size unless a larger vehicle is needed to transport several travelers and/or business materials)
- currency conversion fees
- fare penalty (non-peak ticket for peak travel)
- food and beverages
- gasoline for rental vehicle
- business gifts (only if approved in advance by EBI CEO or Subsidiary President)
- ground transportation
- laundry/dry cleaning/suit pressing for trips (when trip is > 3 days)
- health club fees at travel destination (up to \$10 per day)
- mechanical repairs & maintenance (Company vehicles only)
- overnight delivery/postage for business documents
- parking personal car/leased car mileage
- room service charges (for meals only)
- seminar fees (with advance manager approval)
- telephone/air phone/car phone
- tips
- tolls (with documentation) – fees/penalties for tolls are not reimbursable
- towing expenses (for vehicle breakdowns while on Company business only)

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- travel arrangement change costs
- visa/passport/consulate fees
- expenses for travel companions/family members (only if approved in advance by EBI CEO or Subsidiary President)
- annual holiday party (only if approved in advance by EBI CEO)

Non-Reimbursable Expenses

Travelers will NOT be reimbursed for the following expenses:

- airline club membership dues (if not approved in advance by EBI CEO)
- annual fees for personal charge or credit cards
- baby-sitting
- barbers and hairdressers
- car washes (personal vehicles)
- clothing (i.e., socks, pantyhose)
- corporate charge/corporate credit card delinquency fees/finance charges
- excessive baggage charges
- expenses related to vacation or personal days while on a business trip
- golf fees (when not part of customer entertainment)
- helicopter services for airport transfers
- loss/theft of cash advance money
- loss/theft of personal funds or property
- lost baggage
- luggage and briefcases
- medical bills incurred during domestic travel (excluding work-related injuries)
- mini-bar refreshments (except for bottled water)
- movies (including in-flight and hotel in-room movies)
- non-compulsory insurance coverage (annual fee)
- optional travel or baggage insurance
- parking or traffic tickets
- personal accident, property, or trip insurance
- personal entertainment, including sporting events
- personal toiletries
- pet care
- repairs due to accidents
- rewards program fees for American Express travel card
- routine maintenance/tune-ups (personal vehicles)
- shoeshine
- souvenirs/personal gifts
- tobacco products
- miscellaneous newspapers / magazines
- illegal activities or gambling
- cancellation charges or costs to change travel arrangements for personal reasons (unless approved by Department Manager)

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Expense Reduction Opportunities

In addition to the items discussed in other sections of this policy, travelers should consider the following opportunities to reduce trip costs:

- off-site parking at airports
- avoiding unnecessary rental car costs (examples: GPS units where other alternatives are available, not returning vehicle with full tank of gas)
- staying over a Saturday night where the savings on airfare materially exceed the costs of extending the trip (i.e. hotel, meals, etc.)

Rental Car Insurance

Rental car insurance (for damage to the car and loss of use) will be covered automatically when an employee uses their Company American Express travel card. Failure to use the American Express card will expose the traveler to personal liability.

Meals and Entertainment:

Business Meals With Other Employees

Employees will be reimbursed for business-related meals with other employees only in the following circumstances:

- when a client is present
- when at least one Company employee is from out of town
- when, for confidentiality reasons, business must be conducted off Company premises
- when authorized by a manager for testimonial reward, recognition or other appropriate business purpose

Meal costs for social occasions, such as employee birthdays, administrative professional's day, etc. are not an appropriate business purpose and will not be reimbursed.

Entertainment and Business Development

Entertainment expenses include events such as night clubs, theater and sporting events, wherein a business discussion takes place during, immediately before, or immediately after the event.

Travelers will be reimbursed for entertaining customers or suppliers:

- if the person entertained has a potential or actual business relationship with the Company
- if the expenditure directly precedes, includes or follows a business discussion that would benefit the Company

The following entertainment expenses are reimbursable:

- concert and theater tickets
- sporting event tickets
- tennis court fees
- golfing green and cart fees
- transportation to and from the event
- meals and beverages consumed at the event

Reimbursement for alcoholic beverages will be reimbursed when customers, both internal and external, are entertained at the meal. The standard for alcohol cost is that it should not exceed 30% of the total tab for the meal. According to Company policies, the consumption of alcohol during business hours is prohibited.

Tippling for Meals

As a general rule, one should tip 20% of charges (before tax) for exceptional service with lesser percentages for lower levels of service. Employees should not tip more than they would on a personal trip.

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Payment for Travel and Entertainment

When more than one employee is present at a business meal, the senior level employee must pay and expense the bill. When feasible, travel and entertainment expenses should be paid for using the employee's Company American Express travel card.

Additional Information:

Lost/Stolen Cards

A lost or stolen corporate American Express travel card must be reported as soon as the traveler discovers it is missing. Data on stolen credit cards indicates that unauthorized use of stolen cards is greatest in the first few hours after the theft. To report a lost or stolen card, or to obtain an emergency replacement card, please call American Express at 1-800-528-2122 and Anna Fusari at (860) 843-2900.

Safety

Travelers should be aware of their surroundings and make safety their highest priority. Uber and other similar services charge mileage rates and provide insurance coverage that may be less favorable than established local taxi or livery services. Travelers should evaluate these options locally and exercise discretion before using these services.

When travelling internationally, consider hiring a reputable driver/service to provide transportation where appropriate. In addition, travelers should select reputable hotels in safe areas even if they are more expensive.

We encourage returning rental cars filled with gas to save on fuel costs, but only when it is safe to do so.

Cash Advances

Cash advances may be made available to employees through the use of their Company travel card. Refer to your American Express card agreement.

International Travel

Travelers are encouraged to use consolidators (through AAA) when arrangements are unlikely to change. Savings are substantial; however, consolidators typically do not allow changes, pre-assigned seats or preferred routes/times. Employees who would otherwise be eligible to travel business class can choose to travel coach class and receive 50% of the savings as additional compensation (subject to appropriate payroll taxes) with advance management approval. See Attachment III

Extended Stays

When traveling for extended periods, travelers should consider renting a house or apartment to reduce costs and provide additional comfort while away from home.

Employees Travelling on Behalf of Ensign-Bickford Aerospace & Defense Company

Additional rules apply to government contractors. See Attachment IV

Travel & Entertainment Policy

Coordinators

For guidance on making travel arrangements or special promotions, please contact one of the following coordinators:

AFB International – Robin Wroble

Ensign-Bickford Aerospace & Defense Company – Irene Muench

DanChem Technologies – Jill Levinson

EnviroLogix – Kate Baltren

Corporate Office – Dori Renda or Anna Fusari

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Attachment I

TRAVEL REQUEST

Outside Seminars and Conferences or Off-site Meetings

Purpose: To document approval (in advance) to attend outside seminars, conferences or workshops or off-site meetings. This form is required for all employees below the level of Vice President.

Name _____
Organization/Department _____
Travel Dates _____
Destination _____
Others Planning to Attend _____

Purpose _____

Estimated costs:
Seminar/Conference fee \$ _____
Airfare _____
Accommodations _____
Meals _____
Other _____
\$ _____

Requestor _____ Date _____
Supervisor _____ Date _____
Vice President _____ Date _____

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Attachment II

Special Rates or Discounts for Ensign-Bickford Industries, Inc. and subsidiaries

Note: Preferred providers appear first in the list of hotels available on the AAA/Concur Travel web site and are denoted with ♦ symbols.

HOTELS

Travel to		Property	Nightly Rate	Free Services
Danville, VA		Courtyard by Marriott	\$103	Wireless internet access
Graham (Madisonville), KY	Best Value	Comfort Inn & Suites, Powell Dr	\$82	Breakfast and wireless internet access
	Second Choice	Best Western Plus	\$90	Breakfast and wireless internet access
O'Fallon, MO and St. Charles, MO	Best Value	Wingate by Wyndham Weldon Sprng (St. Charles)	\$74 Sun-Thurs	Breakfast and wireless internet access
	Second Choice	Marriott Residence Inn (O'Fallon)	\$124 1-4 nights	Breakfast and wireless internet access Kitchen and Social Hour Mon.-Wed. Gym passes
Aurora (Springfield), MO	Best Value	Courtyard by Marriott	\$114	Wireless internet access
	Second Choice	Hilton Garden Inn	\$117	Wireless internet access
Moorpark, CA	Best Value	Grand Vista	\$89	Wireless internet access/Free self-serve parking
	Second Choice	Holiday Inn Express Los Angeles (Simi Valley)	\$99	Breakfast and wireless internet access
Portland, ME	Best Value	Fairfield Inn, Cummings Rd (Scarborough)	\$84 \$114	Breakfast and wireless internet access
	Second Choice	Holiday Inn (by the Bay)	June- Oct	Wireless internet access
			\$116 \$146 June-Oct	
Simsbury, CT	Best Value	Simsbury 1820 House	\$110	Continental breakfast, wireless internet access and airport shuttle
	Second Choice	Simsbury Inn	\$124	Continental breakfast, wireless internet access and airport shuttle
AIRPORT PARKING				
Bradely Int'l Airport	Best Value	Roncari Express Valet Parking		28% discount with account #4013



PROGRAM SUMMARY

ENSIGN BICKFORD

Account #: XZ48119

➤ DAILY RATES: U.S./PUERTO RICO/DISTRICT OF COLUMBIA/CANADA

SIPP Code	Class	Daily Rate
ECAR	Economy	\$37.00
CCAR	Compact	\$38.00
ICAR	Intermediate	\$40.00
SCAR	Standard	\$41.00
FCAR	Full Size	\$44.00
PCAR	Premium	\$54.00
LCAR	Luxury	\$57.00
MVAR	Minivan	\$67.00
IFAR/SFAR	Midsize/Standard SUV	\$67.00
FFAR	Large Sport Utility	\$92.00

SIPP Code	Class	Canada (CAD)
ECAR	Economy	\$41.00
CCAR	Compact	\$42.00
ICAR	Intermediate	\$43.00
SCAR	Standard Size	\$44.00
FCAR	Full Size	\$46.00

➤ TERMS & CONDITIONS: U.S./PUERTO RICO/DISTRICT OF COLUMBIA

Weekly/Monthly Factors: The weekly rate is 6 times the daily rate; monthly rate is 4 times the weekly rate.

One-Way Surcharges: Economy - Full Size Rental Rate will be \$75.00/day; Premium and above will be the Daily Rate plus \$0.40/mile.

Youthful Driver Surcharge: National agrees to waive the youthful driver surcharge for Eligible Renters who are twenty-one (21) to twenty-four (24) years old renting for Business Use pursuant to this Agreement.

Mileage Charges: Economy - Premium vehicle classes include unlimited free miles per day and per week, and 2,500 free miles per month; all other vehicle classes include 150 free miles per day, 1,050 free miles per week, and 2,500 free miles per month, as applicable. Any additional miles will be charged at the rate of \$0.25 per mile.

One-Day Surcharges: Rentals commencing on a Mon/Tue/Wed will be charged the Daily Rate plus \$5.00/day.

➤ GEOGRAPHIC SURCHARGES: U.S./PUERTO RICO/DISTRICT OF COLUMBIA/†CANADA

- \$5** Boston; Charlotte; Cincinnati; Cleveland; Hartford; Hawaii Airports; John Wayne Airport (SNA); Kansas City; Los Angeles area (including LAX); Manchester; Milwaukee; Minneapolis/St. Paul; New Orleans; Sacramento; San Diego; Seattle; State of Illinois (excluding Chicago); State of New York (unless otherwise indicated)
- \$6** Denver
- \$10** Aspen; Atlanta; Baltimore; Colorado Springs; Detroit; Eagle, CO; Monterey; Oakland; Philadelphia; Pittsburgh; Providence; Commonwealth of Puerto Rico; San Francisco (including the convention center); San Jose; State of Alaska; State of Texas; Twin Falls; Vail, CO; Washington DC
- \$15** Chicago; Hawaii Home-City
- \$20** NY/CT/NJ Metro, including Westchester, Islip, Stamford, and Jersey City
- \$25** LaGuardia (LGA), Kennedy (JFK), and Newark (EWR) Airports; NYC Boroughs (Bronx, Brooklyn, Manhattan, Queens, and Staten Island)

Rates are not available for rentals commencing in Manhattan all day Friday through 12:59 p.m. Sunday.

†Geographic Surcharges may apply at some Canadian locations.

➤ DRIVER PROTECTION PRODUCTS: U.S./PUERTO RICO/DISTRICT OF COLUMBIA

Available at an additional cost

➤ MISCELLANEOUS INFORMATION: U.S./PUERTO RICO/DISTRICT OF COLUMBIA

Best Rate: The best rate is automatically extended to the customer with no loss of contract risk benefits. All Agreement terms and conditions will follow the best rate.

PROGRAM SUMMARY

ENSIGN BICKFORD

Account #: XZ48119

➤ **DAILY RATES: U.S./PUERTO RICO/DISTRICT OF COLUMBIA/CANADA**

SIPP Code	Class	Daily Rate	SIPP Code	Class	Canada (CAD)
ECAR	Economy	\$35.00	ECAR	Economy	\$38.00
CCAR	Compact	\$35.00	CCAR	Compact	\$39.00
ICAR	Intermediate	\$37.00	ICAR	Intermediate	\$40.00
SCAR	Standard	\$38.00	SCAR	Standard	\$41.00
FCAR	Full Size	\$41.00	FCAR	Full Size	\$43.00
PCAR	Premium	\$52.00	PCAR	Premium	\$45.00
LCAR	Luxury	\$61.00	MVAR	Minivan	\$69.00
MVAR	Minivan	\$64.00	IFAR/SFAR	Intermediate/Standard SUV	\$69.00
IFAR/SFAR	Intermediate/Standard SUV	\$64.00	FFAR	Large SUV	\$79.00
FFAR	Large Sport Utility	\$87.00			

➤ **TERMS & CONDITIONS: U.S./PUERTO RICO/DISTRICT OF COLUMBIA**

Weekly/Monthly Factors: The weekly rate is 6 times the daily rate; monthly rate is 24 times the daily rate.

Mileage Charges: Economy - Premium vehicle classes include unlimited free miles per day and per week, and 2,500 free miles per month; all other vehicle classes include 150 free miles per day, 1,050 free miles per week, and 2,500 free miles per month, as applicable. Any additional miles will be charged at the rate of \$0.25 per mile.

Youthful Driver Surcharge: Enterprise agrees to waive the youthful driver surcharge for Eligible Renters who are twenty-one (21) to twenty-four (24) years old renting for Business Use pursuant to this Agreement.

One-Day Surcharges: Rentals commencing on a Mon/Tue/Wed will be charged the Daily Rate plus \$5.00/day.

➤ **GEOGRAPHIC SURCHARGES: U.S./PUERTO RICO/DISTRICT OF COLUMBIA/†CANADA**

Airport Locations:

- \$5** Charlotte; Cincinnati; Cleveland; Kansas City; Milwaukee; Minneapolis/St. Paul; Nashville; Phoenix; Sacramento; Seattle; St. Louis; State of Illinois (excluding Chicago); State of New York (unless otherwise indicated)
- Aspen; Atlanta; Baltimore; Boston; Burbank; Colorado Springs; Denver; Detroit; Dulles International Airport (IAD), Hartford; Hawaii
- \$10** Airports; Jackson, WY; John Wayne Airport (SNA); Los Angeles area (excluding LAX); Manchester; Monterey; New Orleans; Oakland; Philadelphia; Pittsburgh; Providence; Reagan International Airport (DCA); San Diego; San Francisco; San Jose; State of Texas
- \$15** Chicago; Los Angeles International Airport (LAX)
- \$25** LaGuardia (LGA); Kennedy (JFK); Newark (EWR)

All Locations:

- Commonwealth of Puerto Rico; Bemidji and Moorhead, MN; State of Montana; State of Nebraska (excluding Omaha and Lincoln);
- \$10** State of North Dakota (unless otherwise indicated); State of South Dakota (excluding Sioux Falls); State of West Virginia; State of Wyoming (excluding Cheyenne, Laramie and Jackson); Washington DC area; San Francisco Downtown; Elko, NV
- \$14** NY/CT/NJ Metro; Westchester; Islip; Stamford; Jersey City
- \$15** Hawaii Home-City; State of Alaska; Tahoe; Williston, ND
- \$18** NYC Boroughs (Bronx, Brooklyn, Manhattan, Queens, and Staten Island)

Rates are not available for rentals commencing in Manhattan all day Friday through 12:59 p.m. Sunday.

†Geographic Surcharges may apply at some Canadian locations.

➤ **DRIVER PROTECTION PRODUCTS: U.S./PUERTO RICO/DISTRICT OF COLUMBIA**

Available at an additional cost

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Special Rates or Discounts for Employees of Ensign-Bickford Industries, Inc. and subsidiaries

RENTAL CARS		Corporate
Best Value	Enterprise Rent-A-Car	Daily Rate see below
Second Choice	National Car Rental	Discount # XZ48120 XZ48119

Enterprise Rent-A-Car	Vehicle Class	Locations		
		Group 1	Group 2	Group 3
	Economy	\$36	\$41	\$46
	Compact	\$37	\$42	\$47
	Intermediate	\$39	\$44	\$49
	Standard*	\$40	\$45	\$50
	Full Size*	\$43	\$48	\$53
	Premium*	\$53	\$58	\$63
	Mini Van*	\$66	\$71	\$76
	Standard SUV*	\$66	\$71	\$76
	Large SUV*	\$91	\$96	\$101

* requires justification for rental of premium vehicle

Detail of Locations	Group 2	Group 3
	Burbank	Atlanta
	Charlotte	Baltimore
	Cincinnati	Boston
	Cleveland	Denver/Colorado Springs
	John Wayne Airport	Detroit
	Kansas City	Hartford
	Los Angeles (excluding LAX)	Los Angeles Airport (LAX)
	Milwaukee	Monterey
	Minneapolis/St Paul	Oakland
	New Orleans	Philadelphia
	Phoenix	Pittsburgh
	Sacramento	Providence
	San Diego	Puerto Rico
	Seattle	San Francisco Area
	St Louis	San Jose
	State of Ill (Excluding Chicago)	State of Alaska
	State of NY (Excluding certain locations)	State of Texas
		Washingto DC Airports

adjusted rates
(i.e. get rates for one group lower)

Note: Booking a smaller car at Enterprise/National allows for a free upgrade on site (when a larger vehicle is available).

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Attachment III

Employees who would otherwise be eligible to travel business class can choose to travel coach class and receive 50% of the savings as additional compensation (subject to appropriate payroll taxes) with advance management approval.

Request for 1/2 Business to Coach Class Savings (International Travel of More than 5 Hours Only)

Employee's Name: _____

Purpose of Trip: _____

Approval Travel Request Attached: _____

Date of Departure: _____

Date of Return: _____

Business Class Purchase Price:

Copy of itinerary with cost must be attached. _____

Coach Class Purchase Price:

Copy of itinerary with cost must be attached. _____

Savings: _____

Employee's Share: _____

Employee Signature: _____

Approved: _____

EBI or Business Unit Financial Leader

Note: Employee payment is subject to withholding for FIT, SIT, SS, and Medicare. Special withholding (401K, etc.) will not apply.

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Attachment IV

Additional rules that apply to government contractors. (For Ensign-Bickford Aerospace & Defense Company)

GENERAL GUIDANCE

U.S. Government employees are not allowed to accept gifts, including meals, lodging, or entertainment, from their contractors. When U.S. Government employees participate in meetings or entertainment activities the person arranging the event should assume that the U.S. Government employees will reimburse the Company for any expenses paid by the Company on their behalf. One must be prepared to tell the U.S. Government employee(s) the per person cost of the meal, lodging or entertainment. They may even provide immediate cash payment. The reimbursement should be forwarded to the Finance department with the expense report containing the cost of the meal, lodging, or entertainment and a note explaining why the cash is being submitted.

All employees must follow this corporate travel policy when requesting reimbursement for travel and entertainment expense. In addition, EBA&D employees must follow the instructions in document number FIN-20 when filling out their expense report. FIN-20 is a process script that is located in the IFS business system maintained by EBA&D.

Employees of other operating units who travel on behalf of EBA&D must separate their meal, lodging, and lodging tax expenses by day, noting the date and location. If reimbursement of alcohol is being requested, the alcohol expenses must be separately identified.

If an employee pays for the meals or entertainment of other employees or non-Company attendees while conducting business on behalf of EBA&D, they must note the date of the event, the names of those in attendance, the company affiliation of those whose expenses were paid, the business purpose of the event, the total cost of the meal or entertainment and the location. If the employee who paid for other's meal expenses was traveling at the time of this meal, they would deduct the cost of their meal from the group meal total and request reimbursement as noted in the previous paragraph on a daily basis. Again, if reimbursement of alcohol is requested, the alcohol expenses must be separately identified. Each event must be listed separately and identified as noted above.

If an employee pays for the lodging of other employees or non-Company attendees while conducting business on behalf of EBA&D they must note the date of the lodging, the names of those whose lodging expense was paid for, the company affiliation of those whose lodging expense was paid for, the cost of the lodging with lodging tax noted separately, and the location.

TRAVELERS WITH SECURITY CLEARANCES

DOD and DOE cleared personnel who are planning foreign classified visits or who are planning a trip to a country on the U.S. Department of State list of sensitive countries found in the travel warnings or travel alerts sections at travel.state.gov/content/passports/english/alertswarnings.html must notify an EBA&D Facility Security Officer at least 30 days prior to departure.