

Purpose

The purpose of this policy is to ensure that reimbursements for sales trips are paid out in a timely manner. Guidelines outlined in this policy will help verify accuracy for money spent in the sales process will benefit the company and salesperson by good stewards of these funds. It is important to note that this policy pertains to Windstream sales trips only.

Instructions

1. Request for reimbursement **MUST** be submitted within 15 days of the travel date to qualify for reimbursement. No exceptions.
2. All supporting receipts must be provided along with the proper request submitted.
 - a. Receipts must be scans in .pdf format, clear, and legible.
 - b. The receipts must be submitted as an attachment along with the request form in .zip format.

Expense Highlights

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We will approve reimbursement based on the following criteria:

- 1-2 reps up to \$1,000 per week
- 3-5 reps up to \$2,000 per week
- 5+ reps up to \$2,500 per week
- Sales production is required – Target is 2 accepted sales per rep/day

Airline Travel

- Must be Coach Class or reduced fare, whichever is least expensive
- No first-class travel charges unless explicitly requested by Windstream
- Policy applies to domestic as well as international travel

Automobile Mileage

- Must use the then current IRS mileage reimbursement rate less normal commuting distances between home and office
- No mileage will be paid for travel within 60 miles of home territory market.

Automobile Rental/Lease (out-of-town)

- If Contractor maintains corporate (discount) rates with auto rental companies, Contractor will use its' corporate rates or Windstream's corporate rates, whichever rate is least expensive

Lodging, Meals

- Standard, single room rates with appropriate corporate discounts are allowed; no suites, luxury accommodations, or similar excessive costs are allowed
- The maximum allowances for meals when traveling on behalf of Windstream are as follows: \$10 for breakfast; \$15 for lunch; \$25 for dinner. These are maximum guideless and not guaranteed allowances.
- Detailed receipts must be provided for meal reimbursement.
- Alcohol is not a reimbursable travel expense.

Miscellaneous

- All expense charges are based on actual out-of-pocket expenses. No “administrative of service” charge may be applied
- Actual cost of transportation, parking, etc. between work and airport for out-of-town travel is to be charged at actual cost
- Original receipts are required for lodging, meals, transportation, and automobile rental. Detailed receipts are also required for any expenditure of \$25 or more
- Charges must be itemized for each day, by person, type, and amount of expense
- Any Specific charges that are incurred and are not addressed in this attachment are to be approved by the appropriate Embarc personnel

Guidelines

- Any form that is incomplete when submitted will be rejected and a new form will be required to be completed for approval
- Approvals will be sent to the email requestor once completed
- Only travel submitted via this form AND approved will be eligible for reimbursement to the partner/dealer
- Travel must be requested one (1) week in advance so we can allow for communicating to our operational teams. Occasionally immediate travel may be needed, notify Embarc and submit form for immediate approvals. This is the exception, not the rule.
- Travel must be submitted week by week in advance. All form submissions are required to be submitted by 4pm on Thursday. Approvals/denials will be communicated by 4pm EST on Friday by the Embarc rep. Any submissions outside the requirements are subject to being rejected.**
- Approved travel submissions will be vetted when submitted for accuracy and compliance
- Markets requested will be vetted against operational health of the market as well as current distribution in a market
- Effective with this document, names of the reps and N#'s of those traveling MUST be included in travel request. This is to aid in tracking of finances on the back end and allow us to measure productivity of travel.
- Apartment complexes are restricted unless authorized.

- Sales productivity must achieve an average of 2 sales per rep per day for future travel may be rejected
- In the event sales productivity achieves less than an average of two (2) sales per rep. per day, Embar reserves the right to reject, in part or in whole, future travel
- The inability to achieve goals may result in travel restrictions until goals are achieved within the current fiscal month

Travel Expectations

Expectations of Travel

Team Goals & Expectations

Accepted	2 Accepted
Sales	Sales/Rep/Day
Next Gen Mix	80% or better
%	
Cancel Rates	<10%
Held Orders	<10%
Auto-pay %	75% or better