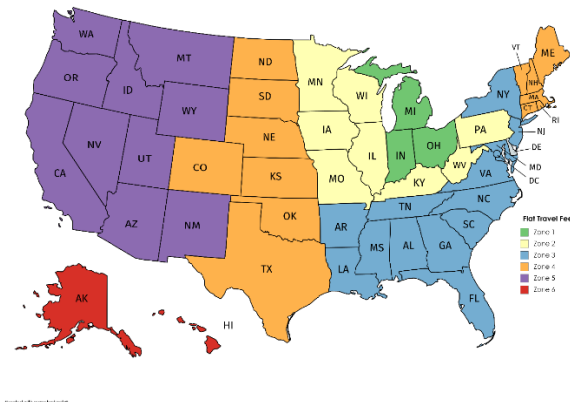


Flat Fee Travel Policy



- A flat rate, zone-based travel fee will be assessed for each trip to a client location:
 - Zone 1** [LTE-ZONE-01] - \$400 (waived if less than 50 miles from Brighton, MI)
 - Zone 2** [LTE-ZONE-02] - \$800
 - Zone 3** [LTE-ZONE-03] - \$1,200
 - Zone 4** [LTE-ZONE-04] - \$1,500
 - Zone 5** [LTE-ZONE-05] - \$1,900
 - Zone 6** [LTE-ZONE-06] – Non-contiguous US Flat Fee will be quoted at the time of booking
 - International** [LTE-INTER-00] – International Flat Fee will be quoted at the time of booking

Flat travel fee is 'per person / per trip' using 2019 rates averaged for travel into each zone and includes: Airfare, Hotel, Car Rental, Parking, Tolls, Meals, and Non-Productive Travel Time

- Activities requiring more than (4) days onsite will be billed at actual travel costs (including airfare, hotel, and car rental).
- All travel fees include only domestic travel in the contiguous United States (lower 48 states).
- If multiple sites can be assessed in the same vicinity (typically within 30 miles), then only a single travel fee applies.
- Assumes all travel is booked a minimum of (14) days in advance, any travel booked or secured less than (14) days in advance will incur the zone fee + a surcharge of \$500 [LTE-EXPEDITE-00].
- **Early Cancellation:** If the customer cancels the visit greater than (72) hours prior to the travel date, any non-refundable travel expenses (i.e. airfare, hotel, car rental, and change fees) will be billed.
- **Late Cancellation:** If the customer cancels the visit less than (72) hours before the travel date, a charge of \$1,200 for each assigned engineer plus any non-refundable travel expenses (i.e. airfare, hotel, car rental, and change fees) will be billed.
- If the customer cancels the project after the start date then all work and travel days, up to the date of cancellation, will be billed along with \$1,200 per assigned engineer (or negotiated rate on quote) plus any non-refundable travel expenses (i.e. airfare, hotel, car rental, and change fees) will apply.
- A premium of \$500 will be added (per person) if Saturday and Sunday travel is required.