



Expense Policy

The Company will generally advance up to \$25 per day for food and incidental expenses if travel is required for Company sponsored training events. This is an advance against expenses, not a Bonus.

Associates are required to fill out a detailed expense report the day of their return to the office to be eligible for expense reimbursement. The report is available from your supervisor or through <http://www.mcdanielsag.com/tools/tools.html>.

McDaniels will reimburse up to \$25 per day for meals eaten while off-premises at company-sponsored training events. Receipts are required and must be attached to a Company Expense Report. This reimbursement is for training that requires an overnight stay. **(Note: Associates may opt for a set reimbursement of \$20 per day for food and snacks if this choice is for the entire trip – can't mix receipt days and non-receipt days. Choosing this option does not effect lodging or transportation reimbursement.)**

McDaniels encourages the use of your private vehicle for transportation to events in the Southeast Atlantic area. The following paragraphs detail our reimbursement policy. In rare situations, the Company may provide a rental car for transportation. This must be approved through the Human Resources Director, Chief Operating Officer or Dealer.

McDaniels will pay a flat \$120 roundtrip for Associates who drive their own vehicle to Atlanta from Columbia. (Charleston add \$30). These amounts include fuel.

McDaniels will pay a flat \$40 roundtrip for Associates who drive their own vehicle to Charlotte from Columbia. (Charleston add \$30). These amounts include fuel.

McDaniels will determine reasonable reimbursements for Associates who drive their own vehicle to other locations.

All Expense reports must be approved by a supervisor, and should usually be accompanied by a signed Company Training Agreement

As with all McDaniels Policies, questions or ideas for improvement are encouraged and should be directed to your immediate supervisor.