



Rheinschmidt Employee Travel Breakdown

Requirements for RTM home trips

- Office must have a three week notice for all home trips to be scheduled.
- Dates must be cleared by superintendant before trip is booked.

Cost covered by RTM for employee home trips

- Figured on a per-job basis for the amount.
 - This is figured on the airfare from airport close to jobsite to airport close to employee home.
 - It is possible for this to vary job to job depending on airfare prices.
 - If an employee chose to drive their personal vehicle home there are two options for reimbursement below. The difference in amount paid and allowance will be banked.
 - Gas and toll expenses reimbursed with receipts.
 - \$0.17 per mile for wages and \$0.35 per mile for gas and \$25 per day per diem

How often an employee is eligible for a home trip covered by RTM

- An employee can travel at their expense before eligibility if cleared by superintendant and office.
- RTM covered home trips are figured as follows based on time employed at RTM
 - You will get an employee start up sheet at the beginning of each large job explaining what your agreement with the company is for that job.

Banking of travel money

- All remaining money not used for travel at the end of the job will be set aside (banked). Half of the banked money will be given to the employee at the end of the project if it is not used.
- Money can be banked as follows
 - Any of RTM allowance is not used. Example: If there is a \$400 RTM allowance and travel costs \$200 then employee banks \$200.
 - If trips are booked farther out generally airfare is less and employee banks the difference.
 - Employee can bank all of travel if they prefer. Example: John Doe is eligible for \$400 every 6 weeks and does not use any travel throughout the job that lasts 18 weeks. John would have banked \$1200, and John would be issued \$600.