

LIVING EXHIBITS ANIMAL TRANSPORT COMPENSATION and REIMBURSEMENT POLICY:

Living Exhibits transports our collection of rays and sharks to and from our zoo exhibits at the beginning of the season (approximately Feb-Mar timeframe) and at the end of the season after exhibits close (Oct-Nov timeframe). We utilize a 55' semi trailer that we outfit with our own pools, oxygen and atmospheric air and we have animal care staff that will either ride in transport truck (1 staff member) or follow in a chase vehicle (2 staff members) depending on the length and circumstances of the transport.

Transport Staff will continue to record their 8 hour day/40 hr week for payroll and will receive an additional compensation of \$500 gross pay for the transport. This usually occurs on pay check immediately following a transport. If a chase vehicle is necessary for transport, company will in most cases rent a car and will reimburse staff for fuel utilized on trip. If a personal chase vehicle is used, company will be mileage of \$0.35/mile for mileage traveled as reimbursement for fuel and wear/tear on personal vehicle.

Meals/snacks etc are the responsibility of the individual and are not reimbursed as those costs are included in the \$500 additional transport pay.

Hotels and any required flights on either end of transport that are necessary will be booked and paid for by Living Exhibits and standard per diems (\$12.50 for breakfast if not included in hotel stay, \$12.50 for lunch and \$25 for dinner) will apply pre and post transport if needed. Each employee will need to complete the standard reimbursement form within 2 weeks after transport to receive reimbursement for fuel (if rental car used), mileage (if personal car used) and any per diem expenses. Receipts will be required for fuel so please submit with expense form.

Any additional expenditures that are not listed above, should be approved by management prior to the expense occurring in order to be reimbursed. A company expense form will need to be completed and submitted to Erin post transport for reimbursement.