## Expense Reimbursement

All employees required to travel for the business of SILC/MiSILC Corporation will be reimbursed for authorized expenses incurred by an employee in carrying out regularly assigned job responsibilities or while serving as an official representative of SILC/MiSILC Corporation with prior approval. You may submit only the expenses which were incurred directly by the business- related activity and which would not have otherwise been incurred during your normal work days/ hours. MiSILC does not provide a daily perdium. The payment procedure for reimbursement of business travel and entertainment expenses is the same as for other payment authorizations.

A travel Advance/Expense Report must be submitted for approval before any advances or reimbursement can occur. Receipts must accompany requests for reimbursement.

Employees whose job duties include the need for frequent use of a personal wireless communication device may receive extra compensation in the form of a tiered allowance to cover MiSILC Corporation business-related costs. The non-accountable tiered allowance method provides eligible MiSILC Corporation employees with a monthly service allowance to cover the employee’s MiSILC Corporation business use of their personal wireless communication device without the need for employee documentation of actual expense. The non-accountable tiered allowance is provided via the employee's payroll check and is treated as a taxable benefit for federal employment and income tax purposes. Allowances will be reported on the employee’s W-2. No further reimbursement for wireless communication device costs is available to employees who receive such an allowance.

Eligibility: Criteria for receiving a non-accountable tiered allowance are:

* + - The individual's job responsibilities require immediate and direct accessibility/response that cannot be accommodated by another device (e.g., pager, dispatcher, etc.).
		- The individual's job responsibilities require a high degree of mobility during business hours such that the individual cannot be reached in a timely manner at his/her office phone.
		- The individual's job responsibilities require ready accessibility or response during non-business hours.
		- After at least one of the three criteria above is met, the Executive Director (or director’s designee) must grant approval.

Employees will carry proper insurance on the vehicles they use for official business.

Home-Based Employment

In the event SILC dissolves its formal office space and employee workspaces become home-based on a long-term and/or permanent, SILC may reimburse 100% of employee’s reasonable costs for cellular phone/internet services and costs for home-based reasonable accommodations. SILC phone lines and extensions will be forwarded to employee cell phones for all business calls.