



Managers Meeting Reimbursement Guidelines

In general, the company takes care of normal travel expenses related to the managers meeting (including hotel and meals) during the scheduled meeting days. Expenses outside of the scheduled meeting timeframe are considered personal and are not to be reimbursed.

Below are guidelines regarding expense reimbursement. Store Managers should contact their Regional Vice President with any questions. Corporate office Partners attending should contact their direct supervisor.

Reimbursement Process:

Store Paid Outs are **not allowed** for expenses or for Travel Advances related to the Manager's Meeting.

The **Personal Expense Report** (found on the ECB Intranet – search 'reimbursement') must be completed for all reimbursement requests. All requests for reimbursement must be supported with a valid, legible receipt (or the Vehicle Expense Report for mileage – also found on the intranet) and **approved by the Regional Vice President or direct supervisor**. After approval is obtained the RVP or supervisor will provide the signed copy of the Personal Expense Report to Payroll and reimbursement will be made by direct deposit.

The following expenses from the managers meeting trip qualify for reimbursement:

Travel:

If Drive:

- Mileage to and from managers meeting (Reimbursement will be at standard mileage rate, capped at maximum of \$500.)
- Hotel parking fees on Saturday, Sunday, and Monday

If Fly:

- Baggage Fee
- Airport parking fees for Saturday, Sunday, and Monday
- Mileage to and from the departure airport

Meals:

Reimbursement for meals will be with a prepaid \$125 gift card. The prepaid gift card will be issued during the registration process and will be the only reimbursement for the meals not provided during the scheduled event days, including those prior to registration on Saturday.



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Each E.C. Barton and Company partner's **primary guest** in attendance will also receive a prepaid **\$125 gift card** to cover meals that are not provided. To be considered your guest for the event, said guests must attend the Saturday evening Awards Banquet and Sunday evening group dinner.

Once you receive the card, it is yours. Any amount remaining on the cards may be used as you choose. Meals will be provided as shown in the table below.

Date	Meal	Partner	Guest
Saturday, December 6	Dinner	Provided	Provided
Sunday, December 7	Breakfast	Provided	
Sunday, December 7	Lunch	Provided	
Sunday, December 7	Dinner	Provided	Provided
Monday, December 8	Breakfast	Provided	

Expenses that do **NOT** qualify for reimbursement for the Manager's Meeting trip:

The company provides transportation options to and from the hotel and airport on Saturday and Monday. Hotel parking fees for days of the event qualify for reimbursement. All other transportation expenses in the destination city will not be reimbursed.

The company provides hotel rooms for Saturday night and Sunday night. All other hotel expenses will not be reimbursed (including incidental charges for movie rentals, phone calls, room service, meals, meals charged to rooms and other services or products).

The company arranges flights in advance. Other charges, including flight changes and upgrades, will not be reimbursed. Unused airline tickets (tickets not cancelled prior to the flight) will be charged to the partner, unless preapproved/emergency changes.

The company provides meals or a prepaid card for meal expenses on Saturday, Sunday, and Monday. Room service is not included. Meals on other days will not be reimbursed.

Expenses on days other than Saturday, Sunday, and Monday will not be reimbursed (except normal expenses that would have been incurred for travel on the scheduled days).