



ALC TRAVEL PAY POLICY

PURPOSE

To establish a consistent and standard guide for travel pay eligibility and procedures in various travel scenarios. ALC recognizes that as an employer of choice we must continuously seek to improve our travel pay guidelines and offer a policy above and beyond the scope of the Union contracts.

SCOPE

This policy applies to active Field Employees that travel to a job-site more than 40 miles away from their home, travel to jobs throughout the workday, and/or jobs that require an overnight stay.

POLICY

There are 3 different scenarios in which travel pay is a factor.

1. Normal Commute:

While your normal commute from your home to the jobsite is not compensable time since it's not in the scope and course of your work, we do recognize that the miles travelled cause wear and tear on your personal vehicles.

As an employer of choice, this Travel Pay Policy deems you eligible to receive the Federal IRS Mileage Reimbursement rate (non-taxable) per mile for miles travelled over 40 (one-way). This distance travelled in miles will be calculated using Google Maps from your home address to the job address. Miles compensated begin at mile 41, each way and for each day travelled.

This Mileage Reimbursement rate will change on an annual basis. For 2026, the current IRS Mileage Reimbursement rate is \$0.725/mile.

Example: Employee "X" travels 62 miles from their home to the jobsite four days/week. The compensable miles would be 22 miles each way (44 miles per day). Those 44 miles would be multiplied by the number of days travelled ($44 \times 4 = 176$ compensable miles for the week. Those 176 miles would be compensated at the \$0.725 mileage reimbursement rate ($176 \text{ miles} \times \$0.725 = \$127.60$ non-taxable dollars on paycheck).

NOTE: Mileage reimbursement does not apply to individuals driving a company vehicle nor will the mileage reimbursement amount change based on the type of vehicle, or choice to tow a trailer or other recreational vehicle.

2. Travelling from job site to job site:

In rare situations where you need to travel from one jobsite to another during your workday, it is considered worked time and would be paid as hours worked at your normal hourly wage. This is considered taxable earnings.

3. Overnight:

At ALC we understand for further jobs it doesn't make sense to travel home each night due to the distance away of the jobsite, requiring an overnight stay. An overnight travel pay scenario would only be an option for a job that is over 90 minutes travel from your home and your choice to stay overnight. This scenario does NOT apply if you choose to drive



ALC TRAVEL PAY POLICY

home at the end of the day. There are multiple components of the overnight Travel Pay policy:

- **Lodging/Hotel (non-taxable)**

ALC will provide a \$130/night hotel per diem (non-taxable). If you find lodging that costs less than \$130/night, you benefit from that on your paycheck. You are not limited to staying in a hotel. You are welcome to find lodging of your choice including camping, staying with friends/relatives, renting a house, etc but ***the per diem amount will not change regardless of your lodging choice.***

- **Food (non-taxable)**

ALC will provide a \$25/day food per diem (non-taxable) to cover the cost of meals. ***The food per diem amount will not change, but the way in which you spend that per diem is up to you.*** Practical food choices will result in benefit on your paycheck.

- **Mileage (non-taxable)**

The same “normal commute” mileage policy of over 40 miles will apply for driving from your home to the jobsite on the first day of the week and back home the last day of the week as a non-taxable reimbursement on your paycheck.

- **Additional Hourly Wage: (taxable)**

Additional \$5.00/hour for hours worked on a jobsite that is over 90 minutes travel time from your home and requires an overnight stay. This \$5.00/hour only applies to your hours worked on the jobsite. As part of your weekly wages, it is taxable and is used as your rate of pay for purposes of overtime calculations.

Example: A Jobsite is 160 miles away from employee’s home and requires 2.5 hours of driving. This results in an overnight travel pay scenario. Employee receives \$130/night for hotel + \$25/day for food + mileage reimbursement for 120 miles to the job and 120 miles back home at the end of the week. All hours worked at the jobsite are paid at a \$5/hour premium wage.

RAISING ISSUES

Time travelled to jobs will change weekly and sometimes daily. ALC will put forth good faith efforts in ensuring that all travel pay is properly compensated. In the event there is an error or misunderstanding regarding your travel, please contact HR at HR@buildwithalc.com or call 920-750-5172 immediately following your finding of the issue so we can work through it before the next payroll period.

REVISION HISTORY

DATE	ORIGINATOR	DESCRIPTION OF CHANGE
JULY 2023	LINDSEY SCHMITZ	INITIAL RELEASE
JANUARY 2026	LINDSEY SCHMITZ	UPDATED MILEAGE RATE

ALC TRAVEL PAY POLICY

