



***“Genuine Technical Excellence”***

# **EMPLOYEE HANDBOOK**

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PRIVILEGED & CONFIDENTIAL**

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INFORMATION CONTAINED IN THIS VOLUME SUPERCEDES THAT OF ANY PRIOR EDITION.

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# Introduction

This handbook has been prepared to help you become familiar with your employer and the policies and benefits pertaining to your employment. It is intended to provide information that will be useful during your employment as a member of the ExeVision team. This handbook does not attempt to cover all details of your employment. It is hoped, however, that it will contain most of the information you will need to perform your duties in compliance with ExeVision employment practices and will serve as a resource for finding answers to questions that you may have regarding benefits, policies, and procedures.

We urge you to discuss any work-related concerns with your supervisor. All employees are encouraged to bring matters of concern regarding their employment to management personnel.

## Notice

The policies in the Handbook are to be considered as guidelines. With the exception of the policy on “at-will” employment, ExeVision, at its option, may change, delete, suspend or discontinue any part or parts of the policies in the Handbook at any time without prior notice. Any such action shall apply to existing as well as future employees. No one other than the Directors of ExeVision may alter or modify any of the policies in the Handbook, and any such changes must be made in writing and signed by both the Director and the employee. No statement or promise by a supervisor or manager may be interpreted as a change in policy nor will it constitute an agreement with an employee.

This Handbook contains no promises or guarantees of any kind by ExeVision regarding employment. Nothing in this Handbook may be construed as creating a contract of employment, or as a guarantee of employment for any duration. Employment with ExeVision may be terminated at the will of either the employee or the Company at any time, with or without cause, and with or without notice.

No supervisor, manager or other representative of ExeVision has authority to make promises regarding the duration, conditions or terms of employment that are different from or inconsistent with at-will employment. Only the President and CTO may enter into employment contracts from ExeVision. All employee contracts must be in writing and signed by the President and/or CTO and the employee (please refer to the “Terms of Employment” policy in this handbook).

Employees shall not accrue eligibility for any benefits, rights or privileges beyond the last day worked.

It is the Company’s intention to comply with all applicable federal and state employment laws. Inasmuch as the Company may have employees based in different states, the Company will modify its policies as necessary in order to comply with the laws of the state in which the employee is located.

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# Company Profile and History

## Consulting and Mentoring

ExeVision was founded as PC Software Systems, LC on April 1, 1994 by Robert W. Millet and Gregory A. Kent. Its objective was to provide the best technical service and the best business practices available in the Mountain West.

Since then, ExeVision has grown steadily from the two original employees. From an initial focus on finding and winning profitable engagements, it has matured into a company that channels its efforts into market segments, bringing expertise and experience of a national stature.

ExeVision consulting specializes in the design, development, and deployment of mission-critical, enterprise custom software. Focusing primarily on Oracle technology, we build projects end to end –that is, we work with our clients from concept design to final deployment. Using small teams of highly specialized individuals and a project manager, ExeVision has the tools and expertise to help our clients assess the need, formulate a plan, and complete their projects in a timely manner.

In our consulting business, ExeVision specializes in five strategic areas: the enterprise *Business Net* (data-driven internet sites), Oracle training and mentoring, enterprise application development, large scale data warehousing, and mobile/wireless computing. These five areas, driven by an exceptionally strong database background, comprise the ExeVision ‘core competencies’ – those technologies that we have successfully deployed with a proven record of knowledge and skills. We periodically add new specialty areas of expertise to our core competencies – these include Oracle’s 9i Real Application Clusters and Advanced Configuration for 9i Application Server.

## Training

In addition to providing world-class consulting services, ExeVision is one of a select few Oracle Approved Education Center (OAEC) partners in the United States. Recognized by Oracle University as Partner of the Year, ExeVision delivers Oracle developed and authorized training across North America. Oracle University and its partners contract regularly for ExeVision's award-winning Oracle-certified instructors, among who include Oracle University's Instructor of the Year for the past two years. ExeVision has its own OAEC training locations in eleven cities in nine states nationwide, from Nevada to Florida.

## Staff and Skills

ExeVision’s staff is comprised of only the most highly qualified personnel available. Each member has solid expertise in his or her technical area, maintaining and upgrading skills that keep us on the leading edge of technological breakthroughs and upholding our reputation for “Genuine Technical Excellence.”

# Personnel Administration

All personnel files for ExeVision are maintained in the main company office and are under the supervision of the President, Chief Technical Officer, and the Business and/or Office Manager. Employees may review their file by making a request to the Office Manager. Employees who have quite or been terminated may not review their file.

Keeping your personnel file up-to-date is important to you with regard to pay, deductions, benefits, and other matters. If you have a change to any of the items in the following list, please be sure to notify the main office in writing as soon as possible.

1. Legal name
2. Home address
3. Home or cell phone number
4. Emergency contact information
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Military status
9. Exemptions on your W-4 tax form
10. Any changes to 401(k) election
11. Flexible Spending Account elections

# **Company Policies and Practices**

## **Terms of Employment**

Employment with ExeVision is on an at-will basis. This means that either you or the Company may terminate your employment at any time, with or without cause, and with or without notice.

No supervisor, manager or other representative of ExeVision has authority to make promises regarding the duration, conditions or terms of your employment that is different from or inconsistent with the foregoing. Only the President and CTO may enter into employment contracts for ExeVision. All employee contracts must be in writing and signed by the President and/or the CTO and the employee.

## **Non-Discrimination Policy**

ExeVision is an equal employment opportunity employer. The law prohibits employment discrimination due to: race, color, national origin, sex, age (forty and older), religion, disability, veteran status or any other protected status under applicable federal, state or county/municipal law.

Discrimination is prohibited in all aspects of your employment, including training, promotions, compensation, benefits, etc. Harassment of an employee based upon one of the above-listed groups is also prohibited. If you feel you have been discriminated against, immediately contact the President, the Chief Technical Officer or another member of the management team.

If you are disabled (as defined by the Americans with Disabilities Act) and need an accommodation, please immediately contact a member of the management team. As set forth by the Americans with Disabilities Act, the Company will provide reasonable accommodations to qualified applicants and employees to allow them to perform the essential functions of their positions.

Further, ExeVision prohibits retaliation against any employee who exercises his or her rights relating to any of the above-listed discrimination or accommodation issues. If you feel that you are being retaliated against for so doing, please immediately contact a member of the management team.

# Payroll Procedures

## Employee Status and Classification

Staff and employees at ExeVision fall into a number of classifications. Most regular consulting employees working full-time are exempt from overtime pay but may be eligible for the Hours Bank system, and are eligible to receive all benefits.

In addition to employee status, ExeVision may arrange for the services of Independent Contractors on a full-time or part-time basis. These staff members are not eligible for any benefits like those of Employee status.

Employees who serve strictly as instructors and perform no consulting duties are eligible for benefits and salary based on their individual employment agreement.

Additionally, ExeVision employs a number of individuals who have employee status but are paid on an hourly basis. These employees do not receive a set salary and are eligible for limited benefits based on their hours worked. Generally, those who work more than 20 hours per week can participate in the Company's 401(k) plans, the Flexible Spending plan and are included under the Company Life and Disability insurance coverage. Employees working at least 30 hours per week are also eligible to participate in the Medical and Dental insurance plan. Part-time employees do not receive paid holidays or FTO.

## Payroll Procedures

Consultants are expected to bill four hundred fifty (450) hours per quarter (1800 per year, an average of 40 hours/week - less FTO and holidays). Payroll is processed on a biweekly basis with all funds being transferred by direct deposit.

Each employee should turn in a summary of hours ("timesheet") every week. This summary is necessary for creating invoices and calculating consulting hours to be billed to the client. Unless the employee plans to put in hours on Saturday, this information should be e-mailed to the main office each Friday afternoon; in the case of weekend work the summary may be submitted after the Saturday hours.

This information needs to be sent by e-mail to arrive in the Orem office by 9:00 am each Monday\*, addressed to: [time@exevision.com](mailto:time@exevision.com). ***ExeVision management reserves the right to defer payroll from one pay period to the next for those personnel who fail to submit this information in a timely manner.***

Payroll is directly deposited to your account every second Friday.

Along with payroll the following items will also be directly deposited:

1. Eligible mileage reimbursements – limited to mileage driven during the payroll period
2. Other Approved reimbursements

A summary\*\* of your payroll deposit will be e-mailed to you every pay period. On a quarterly basis, accompanying the payroll information will be your Days Worked Summary (please refer to the Forms section of the Handbook), a summary of your hours billed, accrued FTO, holidays and

FTO used, and Hours Bank balance. This information is designed to enable each employee to be aware of how time has been spent or time-off has been used throughout the year.

- \* Because invoicing of ExeVision clients is directly related to the number of billable hours worked by our consultants, it is imperative that timesheets be submitted every week to arrive by 9:00 am Monday morning so that billing can be processed efficiently.
- \*\* It is your responsibility to review this Summary and report any questions or discrepancies to the Accounting Department (Orem Office) in a timely manner. Corrections and changes will be made for only one quarter.

## Improper Pay Deductions for Exempt Employees

It is Company policy to comply with the salary basis requirements of the Fair Labor Standards Acts (FLSA); therefore, the Company prohibits all company managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the Company does not allow deductions that violate the FLSA.

*If you believe that an improper deduction has been made to your salary, you should immediately report this information to the Accounting Manager or the President. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.*

# Reimbursements

Reimbursements are to be submitted to the Accounting Department immediately, accompanied by original receipts that document expenses and are summarized on the standard Reimbursement Form. Requests for reimbursements are to be immediately submitted after the expense is incurred and must be submitted within one (1) month of the date that the expense was incurred. All submissions must be received by the Friday preceding a Payroll week in order to be processed for that pay period.

All reimbursements, mileage and other, will be made by direct deposit to the employee's regular deposit account for payroll unless other arrangements have been made in advance with the Accounting Manager.

## Mileage:

Because most ExeVision employees are assigned to a project site, the Company has established a mileage reimbursement policy for technical employees who work on a client site. The Internal Revenue Service makes a distinction between miles driven assigned by the employer and miles driven to "commute" in order to reach a workplace. Commuting miles are not eligible for reimbursement.

A mileage log must be submitted weekly with the regular Billing Hours sheet. Mileage reimbursements are made bi-weekly concurrent with payroll and are directly deposited. ExeVision reserves the right to make adjustments to this policy to accommodate special circumstances.

## Other Reimbursements:

The purchase of materials, supplies, study items, tuition or any other expenses incurred by employees must be pre-approved by management before being eligible for reimbursement. Following reimbursement, any purchased items will be considered ExeVision property. Information regarding purchases, such as title and author for books and software, should accompany submissions for reimbursement.

# Hours Bank

ExeVision billing consultants employed as full-time Computer Professionals are exempt from overtime pay requirements and are paid on a salary basis per the Computer Professionals exemption under the Fair Labor Act. In order to give our employees an opportunity to share in the benefits received by ExeVision when billing hours exceed expectation, the Company has implemented a benefit-share policy for employees who are billable for hours beyond the normal expectation of an average of 40 hours per week.

The Hours Bank is a system for compensating employees for hours billed over the required 450 per quarter (1800 per year, an average of 40 hours/week - less FTO and holidays). This time can be compensated by being added to one's salary, or taken in "extra" time off work. Participation in the Hours Bank is not a requirement. The monetary rate for Hours Bank compensation is based on the employee's base salary.

Only Billable Hours are eligible for Hours Bank compensation. If hours are billable, they are bankable; unbillable hours are not bankable. Time spent in ways that cannot be billed to a client must be evaluated and pre-approved by ExeVision management.

Each employee starts at ExeVision with a negative eighty, (-80) hours in his or her bank. By putting in extra hours, this number will eventually reach zero at which point the employee begins to earn credit. Hours Bank balances are updated weekly.

Compensation for Hours Bank will be made on a quarterly basis if Hours Bank time was not used during the quarter. If an employee wishes to have time held in the Bank rather than being cashed out at the end of the quarter, he/she needs to notify the Accounting Manager. A cash-out can be requested only for amounts greater than eight (8) hours. Anything less is carried into the next quarter.

Hours worked which are non-billable do not impact the expectation of a minimum of 1800 billable hours per year. Before processing quarterly Hours Bank disbursements, the Accounting Manager will evaluate each employee's status in regard to the annual 1800-hour expectation. Compensation will be paid out only if the average of the employee's billable time is greater than the 450-hour level for each of the prior two quarters (total of 900 billable hours). This compensation will be processed with payroll on the second pay period following the end of the quarter.

In cases where the lack of accumulated billable hours precludes a cash payout, the next quarterly evaluation will include only the bank hours accumulated during the prior two quarters. Any previous Hours Bank hours are forfeited. For example, if an employee accumulated 10 bankable hours in the first quarter of a year and 20 bankable hours in the second, but his/her total of billable hours for the first two quarters fell below the minimum expectation of 900 billable hours, then the bank hours from the first quarter (10) would be forfeited. If the total of billable hours for the second and third quarters were above the minimum requirement of 900 billable hours the employee could then cash out 20 hours from the second quarter plus any accumulation of Hours Bank hours for the third quarter.

Time taken off in whole-day (8-hour) increments is generally counted against FTO. Time less than whole-day (8-hour) increments is generally counted against Hours Bank. Hours Bank may be used instead of impacting FTO if there is a sufficient balance in the Bank. A negative Hours Bank balance is to be avoided or remedied as soon as possible. Negative balances will be applied against FTO or deducted from the paycheck

Please feel free to make a note on your timesheet or contact the accounting department if you have any questions about how your hours are calculated.

## **ExeVision Instructors and Hours Bank**

A revision to the standard Hours Bank policy is made in the case of staff members who serve as Education Instructors in addition to billing full-time on a consulting contract. Instructors generally spend personal time in preparation for a class they teach in addition to the hours spent on their contract project. In acknowledgement of this preparation time, an allowance is made toward the Hours Bank, that is, approved preparation time for teaching is considered billable hours.

Instructors preparing to teach a five-day course for the first time receive credit for two days (16 hours) in their Hours Bank. One day (8 hours) of preparation time is entered into the Hours Bank for subsequent classes taught in the same subject. Please note on your timesheet when your tasks fall into either of these categories.

Time spent teaching an OAEC (Oracle Approved Education Center) class is billable time. In addition to OAEC education, instructors may occasionally be required to teach courses for ExeVision training events. Although this instruction is not billable to a client, for the purposes of Hours Bank it is counted as billable time. If you are unsure of how to classify hours on your timesheet, you may insert descriptions or comments.

The minimum requirement annually for billable hours is 1800. There are 2080 possible billable hours in a year and the company allows for 15 days of FTO and nine (9) paid holidays (for a total of 192 hours). An additional 11 days of potential billing is available in the course of a year. This allows for some ease in reaching the minimum requirement for billing and should be adequate to cover most circumstances.

# Flexible Time Off

ExeVision employs a Flexible Time Off (FTO) policy, which encompasses vacation, sick time, personal leave, and any other time off. This policy allows for flexibility and self-management on the part of each employee, but is available to full-time personnel only.

## Time Off Availability

Each full-time employee may accrue fifteen (15) days per calendar year of Flexible Time Off. Full-time employees are eligible for this Time Off policy if they have been employed continuously since January 1 of the calendar year. New employees begin accruing FTO at the start of their employment, but are not eligible to use it for time off until six-months after their start-date.

Time off taken beyond the standard allowance must be compensated for by the employee's Hours Bank or it is uncompensated. Days off are counted only in whole-day increments and accrual is based on full weeks worked. Any time taken in excess of what has been accrued to-date, which is not covered by the Hours Bank, must be taken without pay and approved in advance.

## Unused Accrued FTO

Unused FTO may be carried over to the following year at a maximum rate of Ten (10) FTO days per year. Unused accrued FTO beyond this limit will be forfeited.

## Prior Approval

Since the nature of our company is that of a service provider, time off impacts not only ExeVision but may also impact our clients. Therefore, time off requests may be denied or postponed due to project demands, event schedules and deadlines.

All employees must receive prior approval for expected time off. This approval must come from both the company management and from the project supervisor at each employee's job site. For absences longer than five (5) days, the employee must obtain approval at least three weeks in advance. ExeVision reserves the right to deny any request for FTO, as it deems necessary.

## Cash Out

Employees who leave the company for reasons other than being terminated for cause, and who have given a two-week written notice, have the option of cashing out up to five days of accrued but unused FTO; however, any unused FTO will be applied to any negative Hours Bank balance prior to cashing out. Further, any unused FTO will be forfeited upon termination for employees with less than one year of service with the Company at the time of termination.

In the event that an employee has received approval to use more than the accrued FTO in any given period, and whose employment is terminated before the excess FTO can be accrued, that employee is required to reimburse for that time.

# Holidays

The following paid holidays are provided for full-time salaried employees for the year **2007**:

January	New Year's Day	1 Jan, Monday
May	Memorial Day	28 May, Monday
July	Independence Day Pioneer Day	4 July, Wednesday 24 July, Tuesday
September	Labor Day	3 Sep, Monday
November	Thanksgiving Day Day after Thanksgiving	22 Nov, Thursday 23 Nov, Friday
December	Christmas Eve Christmas Day	24 Dec, Monday 25 Dec, Tuesday

The following paid holidays are provided for full-time salaried employees for the year **2008**:

January	New Year's Day	1 Jan, Tuesday
May	Memorial Day	26 May, Monday
July	Independence Day Pioneer Day	4 July, Friday 24 July, Thursday
September	Labor Day	1 Sep, Monday
November	Thanksgiving Day Day after Thanksgiving	27 Nov, Thursday 28 Nov, Friday
December	Christmas Eve Christmas Day	24 Dec, Wednesday 25 Dec, Thursday

Occasionally, one of our clients may observe a holiday that is not on ExeVision's list of paid holidays. In such cases it may be possible to make arrangements with your on-site supervisor to have access to the site or to be able to perform regular tasks by other means. It is your responsibility to make these arrangements. If you choose to take a day off that is not on the list above, it will be counted toward your FTO allowance.

In the event that it is necessary to work on a designated holiday, please make arrangements to take this day at a later date and designate this as such on your timesheet so the day doesn't impact FTO. Unused holidays do not carry over to the next year.

## **Jury Duty**

Employees may request jury duty leave for the length of the jury service commitment or when responding to a summons. Hourly employees are uncompensated during this time. For salaried employees, absences of less than a full work-week (5 days) are compensated at the regular salary rate; an absence of a full work-week is uncompensated and constitutes an unpaid leave. If the employee has accrued Flexible Time Off (FTO) or has built up time in the Hours Bank, the employee may request that this be used to cover the absence for jury duty.

In the case of extended jury duty leave, the policies governing Personal Leave will take effect. These policies impact FTO accrual, health benefits, etc., and the appropriate section of this handbook should be consulted.

Either the employee or ExeVision may request a postponement or an excuse from jury duty if, in the company's judgment, the employee's absence would cause an undue hardship on the operation of the company.

## **Company Meetings**

Periodically, it is necessary and beneficial to have meetings with clients, potential clients or other staff members. These meetings may be held during the lunch hour. In order to standardize the way in which this time is recorded, ExeVision has set up the following guidelines:

Time spent participating in these meetings is recorded on the timesheet as Approved Non-Billable time. When the company provides the meal, ½ hour of that time should not be included on your timesheet; it is considered your standard lunch break. The mileage required to get to and from these meetings should be added to your mileage log using the following guide for a standard, 2-hour meeting:

½ hour – lunch

1 ½ hour— meeting (non-billable)

Travel time to meeting site (time spent traveling to the meeting is not recorded, but distance is eligible for mileage reimbursement)

# Travel

Certain reasonable business expenses may be submitted for reimbursement in connection with travel required by the Company. Reimbursements will be made only for actual costs. Itemized receipts must be submitted; credit card statements are not acceptable receipts.

## Expense Guidelines:

This is meant to be a list of guidelines. Occasionally, a contract is arranged with a company that has specific travel policies. In such a case, those policies would be communicated to the employee and compliance would be expected.

If travel is booked through an online travel service like Expedia, please submit the receipts from the hotel, rental car, etc. The expense check will not be cut until the receipts have been received. Please make a copy of the receipts before mailing them in case they are lost in the mail, etc. The following list indicates the type of traveling expenses for which reimbursement will be made:

Airfare – coach fare on the carrier offering the least expensive schedule available at the time which entails no more than one connecting flight. Every effort should be made to book flights in advance in order to maximize savings. Personal frequent-flyer accounts or such programs should not be the deciding factor when choosing an airline.

Meals – not to exceed \$47/day.

Itemized receipts must be submitted, not just the credit card receipt.

Hotel – itemized receipt must be submitted. Internet access fees are acceptable expenses.

Mileage – reimbursed at a rate of \$0.325 per mile driven in the employee's personal car to get to/from the airport or destination, using the most direct route.

Parking fees – valet parking fees will not be reimbursed unless required by the hotel or training location.

## Highway tolls

Taxi/Rental Car/Public Transportation – In some cities, public transportation is readily available and would be expected as a first choice. If a rental car is needed, the general policy is to rent a car up to a "mid-sized". In most cases, car insurance does not need to be purchased through the rental car company due to coverage by credit card policy or company insurance. Please check your company's policy before traveling.

No reimbursement will be made for alcoholic beverages; personal telephone charges; upgrading of car, hotel, or airline accommodations; entertainment; or other personal expenses. If you need to purchase any supplies for your class, pre-approval must be arranged with ExeVision management.

# Personal Leave

ExeVision may grant to employees a leave of absence from work without pay for personal reasons. A personal leave may not exceed 30 days. After completing one full year of continuous employment, an employee may apply to take a leave of absence for personal reasons where such leave does not result in unreasonable expense or disruption in Company operation. For example, if such a leave would unreasonably disrupt a client's work schedule, leave will not be granted.

A request for personal leave must be made in advance in writing. The request must specify a definite time limit and the reason for the leave. The President must approve the request, in writing. Requests for leave of absence will be considered on the basis of the employee's length of service, performance, level of responsibility, reason for the request and the expected impact of the leave on the Company operations. Granting of leave is at the sole discretion of the Company.

An employee must notify the President of his/her intent to go on leave 30 days prior to the proposed departure, or as soon as reasonably possible in the case of an emergency.

An employee does not accrue FTO while on a leave. Health Insurance, Retirement (401k), and other benefits will be impacted during a Personal Leave as follows:

Company contributions to retirement benefits are suspended for the period of the leave. For purposes of Performance Reviews and other factors that are affected by the employee's time of service with the Company, and the anniversary of the employee's hire-date will be adjusted by the number of unpaid days of the leave. If a paid holiday falls during the period of leave, the employee will not be eligible for the holiday pay.

The Company payment for an employee's health insurance will not be made during the period of the Leave. Employees who meet eligibility requirements may continue their health insurance during this time at their own expense (for more information, see "Continuation of health Insurance Coverage" in the "Benefits" section).

# Standards of Conduct

Employees of ExeVision are representative of the Company, whether they work at a Company location or a Client facility. Respect for the property and reputation of the Company and/or Client is reflected in employee professionalism. The following list contains general guidelines of professional conduct. Specific worksites may allow variations, but these should be made only with the approval of the employee's immediate supervisor.

- Regular office hours are 8:30-5:00, Monday-Friday. Salaried employees are paid for an eight-hour day with a ½ hour lunch break included in this time frame. Hourly employees are expected to keep a record of actual hours worked.
- There is no strict dress code; however business casual attire is appropriate. Employees working at client sites should dress to at least the level of the client's dress standard with business casual being the minimum. The employee should attempt to fit into his/her environment while maintaining a professional appearance (i.e. no piercings for men; only piercings for women should be earrings; no visible tattoos; hair should be well groomed; etc.). Any exceptions must be cleared by your supervisor on a case-by-case basis.
- Personal phone calls are to be avoided during business hours. This not only ties up company lines, but also is an inappropriate way to use time that is being compensated by the Company and Client. Please use your lunch break and cell phone for personal calls. The same expectation applies to use of internet, email, and other systems.

# Anti-Harassment Policy

ExeVision intends to provide a work environment that is pleasant, respectful, comfortable, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort, including conduct which demeans another person, will not be tolerated.

Harassment can take many forms. It may be, but is not limited to: words, pictures, signs, jokes, pranks, intimidation, physical contact, innuendoes or gestures that are offensive to another person. Harassment does not have to be sexual in nature to violate this policy. Harassing a person because of their race, color, national origin, gender, religion, age, sexual preference or disability is not tolerated by the Company and is considered a violation of this policy.

In regards to sexual harassment, such behavior can be displayed in many different forms such as:

- Verbal or physical conduct of a sexual nature that makes another employee feel uncomfortable (e.g., joke telling, making comments about someone's body, requests for sexual favors, inappropriate touching, etc.)
- Written material or visual displays that are sexual in nature
- Any type of sexually-oriented conduct that has the effect of unreasonably interfering with work performance, or creates an intimidating, hostile or offensive work environment
- A time when submission to or rejection of sexual requests or demands is used as the basis for employment decisions
- Male to female harassment, female to male harassment, and same-sex harassment.

Further, the Company may take appropriate preventative measures to minimize the risk of sexual harassment and other illegal harassment problems. As part of this effort, employees should not:

- Display sexually-oriented or other offensive material in the workplace such as posters, pictures on computer screens, etc.
- Engage in sexually-oriented or other offensive conversations or conduct while in the workplace
- Engage in joke telling or the making of disparaging comments, in whatever form, regarding racial, religious or cultural issues.
- Avoid any form of sexist conduct (e.g., putting someone down because of their gender, etc.)
- Use the Company's email system to send sexually-oriented or any other types of potentially offensive messages

- Use the Company's (or client's) internet access to visit sexually oriented websites
- Engage in any harassing or potentially offensive behavior towards, or in the presence of, any employee of the Company, or any employee of a client, or any customer or member of the public, while the employee is performing his or her work-related responsibilities for the Company.

Other types of harassment which are prohibited under this policy include harassment that is based upon race, color, national origin, sex, religion age (40 and older) and disability. Among other things, this policy prohibits the following:

- Making offensive comments about a person's race, color or national origin
- Engaging in sexist conduct (harassing, abusive or antagonistic behavior toward another person because of gender, etc.)
- Making offensive comments about a person's religious beliefs or practices
- Making offensive comments about a person's sexual orientation (real or perceived)
- Making offensive comments about a person's physical or mental disabilities
- Joke-telling involving race, gender, religion, etc.
- Distributing or displaying racist, sexist or otherwise offensive material in the workplace (including on worksite computer systems).

Employees should be aware that not only do they have a responsibility to ensure that their conduct is not offensive to the person to whom they are directing their conduct to, but to anyone (whether an employee of the Company or not) that can see, hear or otherwise observe the conduct.

The Company's anti-harassment policy applies wherever an employee may go in order to perform his/her job duties, including: business travel, client locations, business conventions, and Company-sponsored social activities. The policy against sexual harassment also prohibits behavior directed towards an employee by a non-employee while the employee is in the course of performing his/her work-related duties (e.g., a client, customer, member of the public, etc.)

If you feel that sexual harassment, or any other type of harassment, has occurred to you or any other employee, immediately contact a member of the management team or supervisor. The Company will investigate the matter as discreetly as possible. Employees who have been found by the Company to have violated this anti-harassment policy may be subjected to disciplinary action and/or termination of employment.

Further, ExeVision strictly prohibits any retaliation against an employee who makes a complaint of sexual harassment, or any other type of illegal harassment. Employees who engage in retaliatory acts may be subject to disciplinary action and/or termination of employment. If you feel you have been subjected to retaliation as a result of making a complaint of sexual harassment or any other type of illegal harassment, immediately contact a member of the management team or your supervisor.

# Protection of Confidential Information

Various forms of information and materials, regardless of the method of storage or distribution, may consist of or contain information regarded as confidential and proprietary to ExeVision or to a Client contracted with ExeVision. Employees are expected to understand that Confidential Information needs to be protected from improper disclosure. Examples of such material may include, but is not necessarily confined to, the following:

- Information marked as confidential or proprietary
- Information concerning research, discoveries, and technology
- Business plans and procedures
- Client business and account information
- Third-party information
- All information divulged to ExeVision by a client in the course of their working relationship
- Legal rights

Upon the request of ExeVision, or upon termination of a contract with ExeVision employees shall promptly return all originals and/or copies of any type of material relating to the business, work, and investigations of ExeVision or ExeVision Clients. Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

# Concerns & Suggestions

An efficient, successful operation goes hand in hand with satisfied employees. Employee concerns and suggestions are important to ExeVision, regardless of whether the problem is large or small. Employees are encouraged to share their concerns and suggestions with the Company.

If employees would like to share a concern or suggestion, they should first bring the matter to the attention of their immediate supervisor, unless the nature of the problem makes this impractical or inappropriate. If such is the case, or if the matter is not satisfactorily resolved at that level, employees may contact the President. Also, if it would make employees feel more comfortable, issues can be brought to the Office Manager, who will forward the concern or suggestion to the appropriate management personnel.

In many cases, it is a good idea to put the matter in writing, especially in the case of suggestions or ideas that could be used to revise Company policies. Often these ideas cannot be immediately implemented but are kept on file for future consideration.

Please understand that while ExeVision encourages employees to express their concerns and share suggestions, this policy does not create a formal “grievance” procedure for resolving disputes between the Company and the employee. Nothing in this policy limits or changes the “at-will” nature of the employment relationship as laid out in the “Terms of Employment” section of this Handbook.

# **Drug and Alcohol Policy**

ExeVision recognizes the importance of maintaining a safe, efficient, and healthful environment for all employees. Being under the influence of any drug and/or alcohol while on the job poses serious risks to the health and safety of everyone, and is potentially very damaging to the Company's relationships with its clients. Our intention is to establish and maintain a work environment that is free from the adverse effects of alcohol and drug use.

Although it is not the intent of the Company to intrude into the private lives of its employees, ExeVision does expect work to be conducted free from the influence of alcohol and other drugs, and without presenting a hazard to themselves or others.

Use, sale or possession of alcohol and/or drugs while on the job may result in disciplinary action, up to and including termination. This policy applies to all work-related sites, including but not limited to: Company property, project and client locations, telecommuting locations, Company-sponsored social activities, training seminars paid for by the Company, and any time the employee is representing the Company in any capacity.

# Personal Use of Company Equipment

This policy relates to the personal use of Company equipment and dealing with the following systems including, hardware, software and/or access owned, operated, leased or provided by or through the Company:

- Telephones/voicemail
- Paging/Messaging systems
- Computers
- Faxes
- E-mail
- Internet and related systems
- Any other system that serves similar communication, computer or information purpose

The above-listed systems and all information stored or conveyed through such systems are the property of ExeVision. *Employees should have no expectation of privacy when using any of these systems.* This means that the Company reserves the right to monitor communications, search data or otherwise review usage of the above-listed systems for legitimate, business-related reasons.

ExeVision employees have access to materials, equipment and supplies provided by the Company for use on the job and in the performance of Company tasks though equipment may be specifically assigned to an employee.

Use of all equipment, software and other supplies is limited to the job-site and not to be used for personal reasons without prior authorization, with the exception of telephone\voice mail systems and email systems which may be used for personal, non-business purposes on a limited, occasional or incidental basis. Each employee is responsible for using property in a safe and conscientious manner and for adhering to all laws and regulations regarding the licensing of software owned by the Company.

Regarding the use of the above-listed equipment and systems, employees are prohibited from the following:

- Engaging in illegal, fraudulent or malicious activities, or assisting another in doing the same, including unauthorized copying or distributing of software, hacking, monitoring or breaking into a system which the employee does not have permission to access;
- Sending, storing, viewing or downloading offensive, obscene, sexually-oriented, racially offensive or defamatory material,
- Disclosing confidential information or trade secrets of ExeVision or its clients,
- Harassing or annoying other individuals or interfering with their productivity,
- Using Company equipment for unauthorized personal reasons (or in the case of telephones\voice mail and email, engaging in excessive personal use of such systems),
- Using encryption methods without prior Company approval (employees are required to make any passwords available to the Company), and any other usage that violates Company policy or is inconsistent with the Company's interests.

Employees may be subjected to disciplinary action and/or termination of employment for violating of any of these policies.

# Benefits

This section is intended to acquaint you with the valuable benefits offered by ExeVision to its employees, and is therefore in summary form only. For detailed explanations, the employee should consult the actual plan documents (UHC Member Handbook, Provider Lists etc.). In the event that there are inconsistencies between this handbook and information provided by the carriers, the latter supersedes.

Only full time employees (more than 30 hours/week) are eligible to receive all of the benefits described in this section. Part-time employees are eligible for the 401(k), Flexible Spending Plan and all government required benefits.

UHC participants are not required to receive a referral from a primary care provider in order to be treated by a specialist. However, the amount covered by your plan will depend on whether or not you choose a doctor who is on the preferred provider list.

Changes may occur in the Preferred Provider listing and printed lists may be out-of-date, so when choosing a new doctor, dentist etc., it is always advisable to check with the carrier directly, either by calling the customer service department or consulting the provider's website for the latest information.

If you have questions about your medical or dental coverage we have arranged with Fred A. Moreton & Company to provide administrative services and to act as a mediator on your behalf. You may contact them directly with any questions.

Fred A. Moreton & Company  
709 East South Temple  
Salt Lake City, UT 84102

Mailing:  
P.O. Box 58139  
Salt Lake City, UT 84158-0139

Dawn Parker

801-715-7095

email: DParker@moreton.com

You may contact the carriers:

Medical coverage-UHC Customer Service: 1-800-538-5038 or online at [www.myuhc.com](http://www.myuhc.com)

Dental coverage- Delta Dental (Group number: 2302-1214): 800-521-2651 or 800-453-5577 or online at [www.deltadental.com](http://www.deltadental.com)

Life and disability coverage- The Hartford: Life: 888-563-1124; Disability: 800-752-9713

Please be aware that specific information contained in this section applies to coverage in place at the time of this Handbook revision. ExeVision reserves the right to make changes to this coverage and the employee should expect that changes will occur at the annual plan renewal anniversary, which is 1 January of each year.

# Medical Insurance

ExeVision offers medical insurance to each full-time employee and his/her dependents through the provider listed on the previous page. Coverage for new employees begins on the first of the month following 30 days of ExeVision employment. Changes to plan options may be made on an annual basis during the open-enrollment period and at life events (birth of child, marriage, moving, etc.). Since our insurance anniversary date is January 1, and premiums are subject to change at that time, your elections should be for expenses expected through the end of December.

The Company covers 78% of monthly premiums for employees and their dependents on the Choice Plus Plan. The employee's portion of the premiums is deducted from the first two paychecks of each month to contribute toward the premium for the following month.

Insurance policies and procedures are complex, and wording or information provided in the Plan document takes precedence over any statement made in this Handbook.

You should receive an information packet and member ID card through the mail. This contains a detailed description of coverage, benefits, and participating physicians. Please consult the provider booklets that you receive, particularly in regard to limitations, exclusions and pre-certifications for selected treatments. You may also access a great deal of information about your personal claims, benefits, etc., by setting up an account at the provider's website (see previous page).

Your member packet contains information on the following:

- Medical, surgical, emergency benefits
- Pharmacy benefits – including mail order options
- Vision benefits
- Mental health benefits
- Healthy pregnancy programs
- Physician directory
- Complementary medicine resources
- Care 24 Resources – a 24-hour help line offering counseling resources, legal advice, and emergency medical advice

Please Note: Employees are responsible for costs incurred by the Company on their behalf for the portion of any Medical or other Benefit that continues past the employee's last date of employment with ExeVision.

# Dental Coverage

Eligibility requirements for dental coverage are the same as the requirements for medical coverage. Dental coverage begins at the same time medical coverage begins. Also, ExeVision pays the same percentage of the dental insurance premiums as it does the medical premiums. ExeVision employees who are enrolled in the Dental plan are covered for Dental and Orthodontic expenses. You should receive an information packet and membership card through the mail. For information on the plan, you should contact the dental insurance provider or contact our representative at Moreton & Company (contact numbers are listed on the previous page).

You may check the website or contact the provider by phone with any questions regarding coverage, pre-authorization or providers. It is recommended that pre-authorization information be obtained when any major treatment is anticipated.

## **Life and Long-term Disability Insurance**

For each full-time employee, ExeVision provides a \$20,000 life insurance policy and a long-term disability policy. The company pays for 100% of the premiums for this coverage, with no employee contribution required.

If the employee chooses, a buy-up option is available for the life insurance; coverage is also available for the employee's spouse and/or dependents. The employee covers the premium for any buy-up with deductions being made from payroll.

For information about these options, contact Marshall Chamberlain in the Orem office or our Moreton representative listed previously.

# Continuation of Health Insurance Coverage

Under Utah law, employees have the right to continue their health insurance coverage under the Company's group policy for a period of six months following the end of their employment, including coverage for employee's dependents, unless the employee:

- Has not been continuously covered under a group policy for a period of six months immediately prior to the termination of coverage
- Was terminated for gross misconduct
- Is eligible for any extension of coverage required by federal law.

Employees are responsible for paying the entire premium for the coverage, plus a 2% administrative fee. This continuation coverage cannot be terminated prior to the completion of the six-month period, unless:

- The employee establishes residence outside Utah\*
- The employee fails to make timely payment of a required contribution
- The employee violates a material condition of the insurance contract
- The employee becomes eligible for similar coverage under another group
- The Company's coverage is terminated.

Application for Continuation coverage must be made within sixty (60) days after employment ends.

\*For employees outside Utah, the Company will comply with any applicable insurance continuation programs existing in the state in which the employee is working.

## **Flexible Spending (Section 125) Plan**

ExeVision employees have the opportunity to participate in a Flexible Spending Plan. This system sets aside pre-tax dollars, which can be used for Medical or Dependent Care expenses. This plan can also reduce your taxable income while planning for expenses.

Detailed information can be obtained in the ExeVision Compensation Reduction Agreement, which is available from the Office Manager. There are a number of worksheets available to help you understand how the plan works and to determine your participation elections.

- Reimbursement for medical and dependent care expenses that are to be paid with your Flexible Spending funds is obtained by sending receipts, along with the Cafeteria Plan Claim Form to National Benefit Services. You can use their toll-free fax number: 1-800-478-1528. You can also contact them by phone at 1-800-274-0503 or by mail at:  
8805 S Sandy Parkway  
Sandy, UT 84070.
- Fill out the form completely
- Dependent care expenses can be automatically reimbursed monthly
- You can check your balance online at [www.CafeteriaPlan.com](http://www.CafeteriaPlan.com)

Elections can be made only once per calendar year, and any money not used during that calendar year is forfeited, so it is important to make an accurate estimate of the costs you expect to incur. This plan covers a 12-month period by is designed to coordinate with the anniversary date of the ExeVision benefit plan (November 1), therefore expense estimated should be made not for a calendar year (January 1-December31) but for a coverage year (November 1-October 31).

Please be aware that if you are covered by the ExeVision medical insurance plan, one of your standard expenses is the portion of the premium that is deducted from your paycheck. This expense is eligible for the Flexible Spending Plan but in order to receive this benefit you must specifically request it on an election form. Also be aware that expenses run through the plan are not eligible as tax deductions since they are made with pre-tax dollars.

## **Health Reimbursement Account**

In an effort to control the cost of the health insurance plan, ExeVision has selected a high-deductible plan for major medical expenses. To share the burden, the Company will help with payment of this deductible. The Health Reimbursement Account (HRA) or Cafeteria Plan will be administered by National Benefit Services. Their information is in the section above. You may also obtain information about this benefit and option by contacting Dawn Parker at Moreton at 801-715-7095.

## **401(k) Retirement Plan**

A 401(k) Company Retirement Account has been set up for ExeVision employees through Charles Schwab. Participation in the plan is voluntary. Employees may elect to have from 1%-15% of their compensation contributed to an individual account. The Business Manager must receive a written request for any desired changes in the percentage of contribution made by an employee. The Company contributes 3% to each employee's account.

Various investment options are available to the employee. These are made entirely at the employee's discretion and ExeVision offers no advice and assumes no liability for decisions that are made.

## **Managing Your 401(k)**

The ExeVision employee 401(k) Retirement Plan is a self-directed plan, meaning that each employee determines how his/her funds will be invested and managed. Investment advice and information can best be obtained by contacting Schwab online at [www.schwab.com](http://www.schwab.com) or directly at:

1-800-435-4000 or 1-800-272-4922 (TeleBroker)

When your account is opened, you will receive an eight-digit account number from the ExeVision Business Manager. You will use this number for all of your transactions and to set up your account for Internet access. Most likely this is one of the easiest ways to manage your funds and get information.

Brochures and pamphlets are available at branch offices of Charles Schwab or by requesting them through the Schwab Customer Service department. Free training seminars on a variety of topics are offered at Schwab offices. Call your local office for a schedule. In addition, there is a "Learning Center" area under the "Getting Started" section of the Schwab web site.

When you visit the Schwab website ([www.schwab.com](http://www.schwab.com)) for the first time, click on "Login". You will be asked to enter the account number that you were given when the account was opened. Enter this using no dashes or spaces. You will also be asked for your password. By clicking on the "Account" button you can access information about your personal account. Many of the information services are available online as well as through the Customer Service telephone numbers.

# **Government Required Coverage**

## **Worker's Compensation**

The Workers' Compensation Law is a no-fault insurance plan, which is supervised by your state and paid for 100% by the Company. This law was designed to provide you with benefits for any injury that you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers' Compensation.

Every ExeVision employee is covered by Workers' Compensation. Any injury is covered if it is caused by your job. Illnesses may also be covered if they're related to your job. Coverage begins with your first day of employment.

There are three types of Workers' Compensation benefits:

- Medical care to take care of the injury
- Rehabilitation services to enable you to return to work
- Cash payments for lost wages

State law regulates the amount of the payments, and how they are made.

*All work related accidents, injuries or illnesses should immediately be reported to your on-site supervisor and immediate supervisor. Failure to promptly report a work-related injury or illness to the Company may result in a denial of benefits.*

Further, the Company takes the issue of Worker's Compensation fraud very seriously. Because everyone bears the brunt of increased Worker's Compensation premiums, employees are encouraged to report any potential fraud situations to the Company immediately.

*Misrepresentation, abuse, fraud or any attempt to manipulate the workers compensation program may result in a denial or reduction of benefits, and/or disciplinary action up to and including termination of employment. Further, employees who commit workers compensation fraud are subject to criminal prosecution and can be fined and imprisoned if found guilty.*

## **OSHA**

Federal law requires that the company keep records of illnesses and accidents, which occur during the workday; therefore, employees are required to immediately report any such illnesses or accidents to the Company. OSHA also provides for your right to know about any health hazards, which might be present on the job as per regulation.

## **Unemployment Compensation**

ExeVision pays a percentage of its payroll to the Unemployment Compensation Fund. If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. This insurance provides temporary income for workers who have lost their jobs. Application is made through the State of Utah Department of Workforce Services.

## **Social Security**

The United States government operates a system of contributory insurance through the Social Security Administration. As a wage earner, you are required to contribute a set amount of your wages to the trust fund from which benefits are paid. ExeVision is required to deduct this amount from each paycheck. In addition, the company matches your contribution, thereby paying one-half of your Social Security benefits.

# Forms

The following pages contain many of the forms you will encounter as an ExeVision employee. Send all of these forms, except the Flexible Spending Claim Form, to: PO Box 971134, Orem UT 84097.

- The timesheet should be sent every week to [time@exevision.com](mailto:time@exevision.com) by no later than 9:00 am Monday morning.

Descriptions of tasks performed should be detailed enough to describe your activity but not so detailed as to be cumbersome. Your task information is submitted to you project manager for approval along with a bi-weekly invoice.

- The Reimbursement Summary sheet should be completed and submitted with the original receipts for any expenses that are eligible for reimbursement—other than travel expenses.
- The Travel Expense sheet is to be submitted with original receipts for reimbursable expenses incurred while traveling on company business.
- The Days Worked Summary is updated weekly and sent to you periodically along with your pay stub. This sheet tracks your usage of FTO and holidays, records your billable and non-billable time and Hours Bank balance.

You should review this document periodically to be sure that your personal records correspond to the record being kept in the office. Please notify the Office Manager if you find any discrepancies or have questions. Corrections and changes will be made for ONLY one quarter.

# Timesheet Instructions

1. When you open the Excel file, you must enable macros—these macros are meant to be included and are necessary to the proper functioning of the timesheet.
2. When you enter your name and project code, location and/or any other information necessary for identification (Example: LRS-UDOT).
3. For each day, add a task description in the description column and the hours spent on that task in the billable column (hours should be rounded to the nearest quarter of an hour). Descriptions should be brief but give sufficient details to describe your tasks. Clients appreciate descriptions that illustrate the progress being made on your assignment.
4. If you need to record more than one task for any given day, click the “add task” button for the appropriate day and repeat step 3.
5. For any approved non-billable hours, use the approved non-billable column.
6. For any personal days (ex. Vacation, holiday or sick) enter “1” in the personal days column (any value other than 1 or 0 will return in error). This requires you to make a decision regarding partial days for personal reason—for example, if you are sick for half a day you have two options:  
  
Option #1: record a whole sick day and then record hours work—any hours worked will be credited to Hour Bank (your FTO balance will then be reduced by one day).  
  
Option #2: record only the hours worked and the shortfall will be deducted from your Hours Bank (your FTO balance will not be affected).
7. The dates and totals are all calculated automatically and should not be modified.
8. Click on the comments box to add comments or questions about your weekly timesheet.
9. If during the pay period you have worked on more than one project assignment, please submit a separate timesheet for each.

(NAME) Weekly Report					
(Project and/or Project Code)					
Week 11, 2005					
Day	Date	Description of tasks performed	Billable	Approved Non-Billable	Personal Days
<a href="#">Add Task</a>	Sun	11-Mar			
<a href="#">Add Task</a>	Mon	12-Mar			
<a href="#">Add Task</a>	Tue	13-Mar			
<a href="#">Add Task</a>	Wed	14-Mar			
<a href="#">Add Task</a>	Thu	15-Mar			
<a href="#">Add Task</a>	Fri	16-Mar			
<a href="#">Add Task</a>	Sat	17-Mar			
<b>Total Hours Per Category</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
				<b>Total All Hours</b>	<b>0.00</b>
				Standard Hours	40.00
				Hoursbank Hours	-40.00
				Check to Hold Current	<input type="checkbox"/>
				Check to Pay Previous	<input type="checkbox"/>

**Click to add comments:**

*Enter your name in place of (NAME).*

*Enter your project name, code, company or department to identify the project.*

*Holiday, vacation, sick days should be entered as "1" in the Personal Days column*

**Send completed form to [time@exevision.com](mailto:time@exevision.com) to arrive by 8:30 Monday.**

<a href="#">New Timesheet</a>
<a href="#">Prepare to Print</a>

## EXEVISION Reimbursement Summary

Please submit this completed form with original receipts attached for any reimbursement items. Purchases to be reimbursed must be pre-approved in order to be eligible. Please provide detailed information for books, software etc. so that the material may be made available to all employees through the EXEVISION library.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Item: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

Store/Vendor: \_\_\_\_\_

Cost: \_\_\_\_\_

Item: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

Store/Vendor: \_\_\_\_\_

Cost: \_\_\_\_\_

Item: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

Store/Vendor: \_\_\_\_\_

Cost: \_\_\_\_\_

TOTAL OF ALL ITEMS \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
(Signature)

# Travel Expense and Reimbursement Report

<b>NAME</b>		
<b>DATE OF SERVICE</b>		
<b>LOCATION</b>		
<b>PURPOSE</b>		(Instruction, Consulting, Etc.)

<b>EXPENSES</b> (Business expenses)	<b>To Be Reimbursed</b>	<b>Charged Directly to Company</b>	
Air Fare			
Hotel			
Car Rental			
Taxi/Tolls			
Fuel			
Mileage			
Parking			
Phone			
Other			
Other			
Other			
<b>Subtotal:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>MEALS</b> (Itemized restaurant receipts required.)	<b>DATE</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>To Be Reimbursed</b>	<b>Charged Directly to Company</b>
<b>Sunday</b>					\$0.00	
<b>Monday</b>	1-Jan				\$0.00	
<b>Tuesday</b>	2-Jan				\$0.00	
<b>Wednesday</b>	3-Jan				\$0.00	
<b>Thursday</b>	4-Jan				\$0.00	
<b>Friday</b>	5-Jan				\$0.00	
<b>Saturday</b>	6-Jan				\$0.00	
<b>Total Meals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Total to be Reimbursed \$0.00**

**Total Charged Directly to Company \$0.00**

**Total Expenses \$0.00**

**Detailed receipts must be attached, including hotel etc. even if charged directly to the company.**

**Days Worked Summary**

Name			Holidays	Vacation	Sick	Misc.	FTO Total Days	Non-Bill (Hours)	Billed (Hours)	Hours Bank Cumulative
<b>4th Q billable hours</b>										
<b>Carryover from 2003</b>										
date 03	Sunday									
	28-Dec	*								
1	4-Jan									
2	11-Jan									
3	18-Jan									
4	25-Jan									
5	1-Feb									
6	8-Feb									
7	15-Feb	*								
8	22-Feb									
9	29-Feb									
10	7-Mar									
11	14-Mar									
12	21-Mar									
13	28-Mar									
<b>Quarterly Totals</b>			0	0	0	0	0	0.00	0.00	
<b>Remaining</b>							3.9			
14	4-Apr									
15	11-Apr									
16	18-Apr									
17	25-Apr									
18	2-May									
19	9-May									
20	16-May									
21	23-May									
22	30-May	*								
23	6-Jun									
24	13-Jun									
25	20-Jun									
26	27-Jun									
<b>Quarterly Totals</b>			0	0	0	0	0	0.00	0	
<b>Remaining</b>							7.8			
27	4-Jul	*								
28	11-Jul									
29	18-Jul	*								
30	25-Jul									
31	1-Aug									
32	8-Aug									
33	15-Aug									
34	22-Aug									
35	29-Aug									
36	5-Sep	*								
37	12-Sep									
38	19-Sep									
39	26-Sep									
<b>Quarterly Totals</b>			0	0	0	0	0	0.00	0.00	
<b>Remaining</b>							11.7			
40	3-Oct									
41	10-Oct									
42	17-Oct									
43	24-Oct									
44	31-Oct									
45	7-Nov									
46	14-Nov									
47	21-Nov									
48	28-Nov	**								
49	5-Dec									
50	12-Dec									
51	19-Dec									
52	26-Dec	*								
<b>Quarterly Totals</b>			0	0	0	0	0	0.00	0.00	
<b>Remaining</b>							15			
<b>YTD Totals</b>			0	0	0	0	0	0.00	0.00	