

The image shows a large, light-colored wall with a brick base. On the wall, the word "Clayton" is written in large, blue, 3D block letters. Above the letter 'y' is a green, stylized roof shape. The wall is set against a clear blue sky. In the background, there are trees with autumn foliage and a grassy field.

Corporate Expense Reimbursement Policy

Created by Corporate Accounting 2016

Corporate Expense Reimbursement Policy

The purpose of the Expense Reimbursement Form is to reimburse Corporate team members for out-of-pocket expenses incurred while conducting business for the company. Team members are expected to use good judgment. When possible, reimbursements should be submitted within **30 days** of occurrence.

Reimbursed Expenses:

1. Travel

- a. Mileage is reimbursed at \$.41 per mile (as of 7-1-16); this amount is recalculated quarterly and is communicated through email.
 - i. Always consider the cost of renting an automobile versus use of your personal vehicle.
 1. Trips that average less than 150 miles per day should use a personal vehicle for mileage reimbursement.
 - ii. When starting a trip from home, a TMs mileage reimbursement should be reduced by their commute distance to their normal work place. TMs that only works from their home office with no commute will not need to reduce their mileage.
- b. Rental cars, typically **economy up to intermediate** are reimbursable; a higher class may be reimbursed when the need supports or is pre-approved by management.
 - i. Please book through Concur to ensure rental discounts are applied.
 - ii. When possible, TMs should reserve an intermediate car through National.
 - iii. Cars must be returned with the appropriate fuel level. Fees charged to fill up the car (**Fuel Service Option-FSO or Fuel Purchase Option-FPO**), unless at a discount to market rate, are **not** reimbursable.
 - iv. Additional insurance (**Collision Damage Waiver-CDW or Loss Damage Waiver-LDW**) through the rental company is **not** reimbursable. Clayton is self-insured and will cover these costs if traveling on behalf of the company.
 - v. Additional options such as **Roadside SafetyNet (RSN)**, satellite, GPS, and child seats will **not** be reimbursed.
 - vi. Final copy of receipt for the car rental **must** be submitted for reimbursement.
 - vii. Trips averaging 150+ miles per day should use a rental car.
- c. Hotel charges (includes taxes and other normal charges) at a reasonable rate will be reimbursed. **Itemized receipt must be provided.**
 - i. Valet parking is not reimbursed unless it is the only option available. Documentation that it was the only option available (generally available from the hotel website) and an **itemized receipt must be provided.**
 - ii. Hotels must be reserved through Concur.
- d. Airfare (includes baggage fees). **Receipt must be provided.**
 - i. Airfare must be booked through Concur.
 - ii. Seat upgrades are not reimbursable unless valid business reason exists and are preapproved when booking through Concur.
- e. Tolls, parking, and taxi fares. **Receipt must be provided.**

***For airfare and hotel reservations, employees are encouraged to book or price through World Travel. ***

2. Meals

- a. Reasonable meals will be reimbursed (includes tips up to 20%). **Original Itemized receipt and a signed copy of tip must be provided.**
 - i. In general, daily meal expenses while traveling **should not** exceed \$45 per day per person (including alcohol). Occasional exceptions exist. In general the \$45/day is broken down as follows; however, a TM may choose to spend more for one meal and less for another.
 1. Breakfast-\$10
 2. Lunch-\$15
 3. Dinner-\$20
 - ii. Special Events approved by the CEO or CFO are exceptions.
 - iii. Snacks are reimbursable and considered part of the \$45 per day allotment.
 - iv. When departing or arriving from a trip at meal time, the expense is not reimbursable.
- b. Alcohol
 - i. Up to two drinks person at dinner when traveling.
 - ii. Alcohol is included in the \$45/day travel allotment.
 - iii. The following are able to purchase up to two drinks per person at dinner for **team events**: Kevin Clayton, Amber Krupacs, Todd Donley, Jerry Creel, David Jordan, Greg Hamilton, Mike Coury, Tom Hodges, Dan Batchelor, Linda Ponce, and Steve Cook.
 1. When it makes sense, the above list can also give approval to their team to purchase alcohol up to two drinks per person at dinner for a **team event**.
 - iv. Special events can be approved by the CEO or CFO that include more than two drinks per person.

3. Team Building/Team Appreciation Activities

- a. Group activity or lunch
 - i. Must include the names of attendees and the amount.
 - ii. Team Members have \$150/person each year for their team building spend.

4. Contributions

- a. All donations or contributions submitted for reimbursement must have approval from the Vice President of Corporate Services.

5. Athletic Activities

- a. Team members will be reimbursed up to three events per year. These events are chosen by the Wellness Team.
 - i. These races are with organizations that the company already supports. Races include (subject to change each year):
 1. Covenant Health Knoxville Marathon events
 2. Butterfly Fund 5K
 3. Clayton Homes Turkey Trot for Education
 - ii. **Deadline:** Reimbursements must be submitted through Concur **within 90 days upon completion of the race.**

***If a registration code is available for a select race, team members should use this code when registering. ***

6. Gift Cards and Prizes

- a. Gift cards/prizes are awarded on occasion for reaching goals, team contests, and for general team member appreciation if approved by management.
- b. As a general guideline, these are to be purchased and awarded within two weeks before reimbursement is reported on the expense reimbursement.
- c. Itemized receipts must be provided.**
- d. Explanation should be included on the expense reimbursement for awarding gift cards/prizes.
- e. Prior to reimbursement, email Accounts Payable at: CORPAP@ClaytonHomes.com and Payroll-1@ClaytonHomes.com in the payroll department with team member's name, employee ID #, and the amount they were awarded. Payroll will make adjustments to report these as wages.
 - i. Any **gift card**, regardless of value, needs to be reported to Corporate AP and payroll.
 - ii. Any **gift other than a gift card** valued over \$100 needs to be reported to Corporate AP and payroll.
- f. A copy of the email sent to Payroll must be affixed to the expense reimbursement.**
- g. Length of service awards can be excluded from taxable wages if all the following conditions apply:
 - i. Award is not cash or cash equivalent.
 - ii. Award is presented as part of a meaningful presentation.
 - iii. Award does not exceed \$400 in total value for a single team member during the calendar year.

7. Cell Phone

- a. Select individuals who have manager's approval will be reimbursed.
 - i. One monthly reimbursement will be made based off approved amount.
 - ii. An annual audit will be performed.
 1. Annual audit will verify that reimbursement amount does not exceed monthly cell bill.

8. IT Purchases

- a. Should be handled through IT Procurement (except purchases by Facilities).
- b. To make a request, team members should email ITProcurement@ClaytonHomes.com. The Procurement team will set up a purchase order and obtain manager approval before placing the order.
- c. Items that should be handled include, but are not limited to:
 - i. All computers, laptops, software licenses, subscriptions, servers, switches, telecom equipment, monitors and accessories (network cable and connectors, mice, speakers, laptop bags and disks).
 - ii. Technical material (books and magazines).
 - iii. Technical courses (Lynda.com, New Horizon) and technical maintenance (renewals, subscriptions).
 - iv. Mobile devices (iPads, cameras, carrying cases, and memory cards).

*** Use Staples for purchasing paper or office supplies. ***

Expenses that will not be reimbursed:

1. Items without receipt or support (if over \$5.00)

2. Aviation line tips exceeding \$20.00
3. Alcoholic beverages (exceeding 2 drinks)
4. Spouse or family expenses, non-business related
5. Movie charges to the room
6. When departing or arriving from a trip at meal time, the expense is not reimbursable
7. Parking tickets, fines, and violations of the law (speeding, running stop signs, etc.)
8. Personal items (i.e. hair spray, deodorant, toothbrush, chapstick, etc.)
9. Birthday Supplies (i.e. birthday cards, decorations, cakes, etc)
10. Dry cleaning (unless extenuating circumstances exist)
11. Excessive tips (over 20%)
12. Charges for hotel workout facility (exception: Aviation)
13. **Extra rental car charges (Clayton will not reimburse):** Fuel Service Option-FSO or Fuel Purchase Option-FPO, Collision Damage Waiver-CDW or Loss Damage Waiver-LDW, and Roadside SafetyNet-RSN
14. Mileage to and from the airport

Tips for Documentation:

- Purpose of travel and list of attendees **must** be included on the expense reimbursement.
- A purpose should be included for all expenses.
- All receipts **must** be individually listed on your expense reimbursement—do not total two or more together.
- When possible, please include only reimbursable items on a receipt (no personal items).
- Please double check expense reimbursement totals to make sure the form matches your receipts.
- Please make sure receipt totals are legible (if not please write totals on receipt).
- Receipts **must** be dated.
- Credit card statements **do not** replace itemized receipts.
- When using room service, remember to **obtain an itemized copy of the receipt and copy with tip.**

***All expense reimbursements up to \$2,000 must have Assistant Controller or Accounting Manager approval. If over \$2,000, reimbursement must also have Controller signature. If reimbursement is over \$10,000, it must have CFO signature. ***

Tuition Assistance Program:

The Tuition Assistance Program is available to eligible Team Members who are seeking an undergraduate degree related to either his or her current job duties or prospective future position at Clayton Homes. A Team Member may be reimbursed for a portion or all of tuition fees up to a maximum yearly amount if he or she meets the application qualifications and reimbursement criteria listed below.

I. Application Qualifications

- a. Any full time Team Member that has been employed for 12 months and in good standing with the company is eligible to apply.
- b. The Team Member must be classified as full time upon course start date and through the completion of the course.
- c. The Team Member must be employed with the company at the time of payment.
- d. The focus of the degree should be related to either current or prospective job duties of the Team Member.

II. Applying for Reimbursement

- a. The Team Member must complete a tuition assistance application prior to beginning the course and return to his or her supervisor and Human Resources for approval.
- b. Once approved or denied by Human Resources, the completed tuition assistance application must be submitted to the Benefits department.
- c. After course completion the Team Member must submit an expense report that includes grade verification, tuition receipts, and a copy of the signed tuition assistance application to Human Resources and the Benefits Department.

III. Reimbursement Criteria

- a. Team Members may be reimbursed up to a maximum of \$6,000 per year.
- b. Courses must be completed at an accredited institution.
- c. Reimbursement is provided for tuition only. It **does not** apply to the cost of books, supplies, or miscellaneous fees.
- d. Reimbursement will be made on the following grade scale:

Grade:	% of Reimbursement:
A	100
B	80
C	50

Appendix A: Appropriate Approvals Needed

Accounts Payable Review and Approval (updated 04/01/16)

Name	Department	Review Limit	Comments
1 Rusty Turbyfill	Reception & Telephone	\$5,000	Only Invoice Approval; Expense reports must be signed by Jodie
2 Jodie Swafford	IS Security, Network, & Helpdesk	\$5,000	
3 Brad Huskey	Home First IT	\$5,000	
4 Rod Wilburn	Corporate IT	\$5,000	Authority to approve on Mike's behalf while Mike is out of office
5 Chuck Morgan	MFG IT	\$5,000	
6 David Schwall	Digital Marketing, Corp Marketing & Pub Web	\$5,000	Any Corporate Marketing or Lead Gen invoice over \$5,000 requires Kevin's signature
7 Darrell Jenkins	VMF IT	\$5,000	
8 Chuck Morgan	Retail IT	\$5,000	
9 Mike Coury	IT	\$5,000+	Review all IT and PubWeb invoices over \$5,000
10 Ramsey Cohen	Retail Marketing	\$1,000	
11 Carl Hill	Corporate & Retail Marketing	\$5,000	Any Corporate Marketing or Lead Gen invoice over \$5,000 requires Kevin's signature
12 Mike Duncan	Corporate & Retail Marketing, Lead Gen, Pubwel	\$5,000	Any Corporate Marketing or Lead Gen invoice over \$5,000 requires Kevin's signature
13 Tab Statum	Retail	\$10,000+	Signature required on all Retail Marketing over \$5,000 (N/A if Kevin has signed)
14 Ann Marie Nocton	Health & Wellness	\$2,000	
15 Sharon Kennedy	Human Resources	\$2,000	
16 Stacy Lawson	Payroll	\$1,000	
17 Eric Evans	Benefits	\$5,000	
18 Jerry Creel	HR Corporate Services	\$10,000	Invoices over \$10,000 require a signature from Amber or Kevin (all invoices other than weekly fundings from Benefits require Jerry's signature)
19 Bryan Hayes	HR Corporate Services & NPS	\$5,000	Over \$5,000 requires Jerry's signature
20 Kristin Kolesar	HR Corporate Services	\$500	Over \$500 requires Jerry's signature
21 Jessica Teske	HR Corporate Services	\$2,000	Over \$2,000 requires Jerry's signature
22 Donie Wood	NPS	\$2,000	
23 Steve Cook	Treasury & Payroll	\$10,000	Invoices over \$10,000 require a signature from Amber or Kevin
24 Brian Lonas	Accounting	\$2,000	
25 Kathy Peak	Accounting	\$10,000	
26 David Jordan	Accounting	\$10,000	Authority to approve on Amber's behalf when Amber is out of office
27 Tonya Wilkerson	Aviation	\$5,000	Okay to approve aviation fuelings up to \$7,000
28 Todd Donley	Aviation	\$10,000	Invoices over \$10,000 require a signature from Kevin, John, or Amber (David may sign in absence of both KC, JK/AK)
29 Eddie Duval	Aviation	\$10,000	Aviation Maintenance-Invoices over \$10,000 require a signature from Kevin, John, or Amber (David may sign in absence of both KC, JK/AK)
30 Dennis Ogle	Copy Center & Mailroom	\$10,000	Includes sign off on funding Williamsburg mailings
31 Jeff Carter	Facilities & Maintenance	\$2,000	Invoices over \$2,000 require David's review
32 Myles Baker	Internal Audit	\$1,000	
33 Greg Hamilton	Internal Audit	\$10,000	Invoices over \$10,000 require a signature from Amber or Kevin
34 Linda Ponce	Corporate Tax	\$10,000	Invoices over \$10,000 require a signature from Amber or Kevin
35 Tom Hodges	Corporate Legal	\$25,000+	Review all invoices over limits of Attorneys
36 Dan Batchelor	Corporate Legal	\$25,000+	Review all invoices over limits of Attorneys
37 Todd Fulks	Corporate Legal	\$25,000	
38 Bryan Powell	Corporate Legal	\$25,000	
39 Robert Schaad	Corporate Legal	\$1,000	
40 Melanie Jones	Corporate Legal	\$1,000	\$1,000 per invoice and \$5,000 per case for approval
41 Sharon Stephens	Corporate Legal	\$1,000	\$1,000 per invoice and \$5,000 per case for approval
42 Carrie Hood	Corporate Legal	\$1,000	\$1,000 per invoice and \$5,000 per case for approval
43 Kayte Settlemyer	Corporate Legal	\$1,000	\$1,000 per invoice and \$5,000 per case for approval
Name	Department	Approval Limit	Comments
1 Brian Lonas	Corporate Accounting	\$2,000	
2 Kathy Peak	Corporate Accounting	\$10,000	Sub for Amber in her absence
3 David Jordan	Corporate Accounting	\$10,000	Sub for Amber in her absence
4 Amber Krupacs	Corporate Accounting	\$50,000	Approval of IT invoices up to \$1,000,000
5 Kevin Clayton	Corporate	\$50,000+	Approval required on all Marketing invoices over \$5,000; Approval required on all IT invoices \$1,000,000 and higher