



Employees of Burnham Network Solutions LLC (BNS) will be required to drive to job sites in their personal vehicles.

BNS Travel Reimbursement Policies

- The first 18 miles of travel from your primary residence to a job site or to the BNS office will not be reimbursed. Reimbursement will begin after the 19th mile.
- The last 18 miles of travel from a job site or from the BNS office to your primary residence will not be reimbursed. Reimbursement will begin after the 19th mile.
- Every subsequent job location for a given day will be reimbursed per mile.
- BNS will pay the federal travel reimbursement rate (**2022: \$0.59/mile**)
- Employees will be “on the clock” while travelling between every subsequent job location for a given day.
- Technicians are responsible for keeping track of their miles through the TripLog app.

** The above policies are subject to change as per BNS discretion. When policies are updated a new agreement will be issued for employees to sign.*

Employee Agreement

I _____ agree to the BNS Travel Reimbursement Policies mentioned above.

Employee Signature

Date