



To: All Electrical Employees

Date: 10/28/13

From: Management

Re: **Toll Reimbursements**

Moving forward and beginning on November 1st, 2013 it is standard practice to utilize NON-TOLL roads during the business hours for work related travels. Toll roads are a privilege and are to be utilized on a “time sensitive” and “case by case” issue. Tolls are NOT reimbursed for travel to and from work. Only a reimbursement will be issued with manager approval and signature. The receipt must be turned in within 45 days of usage or reimbursement is forgone.

We appreciate your understanding to this matter and if you have any questions please email or call the Operations Manager.

Sincerely,

Partners Matter,

Chris Jensen

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