

Expense and Travel Reimbursement Policy

I. Travel Time Compensation

Employees of A Clear Path, LLC (the “Company”) do not have a fixed job location. As part of their job duties, employees are expected to report directly to the clients’ homes and/or businesses each day they are scheduled to work. Currently, the majority of the Company’s clients are geographically located throughout Southern California. When an employee commutes between the employee’s home and an assigned work location, and the employee’s uninterrupted travel time exceeds one and one half (1 1/2) hours in one direction, the Company will compensate the employee at that employee’s regular rate of pay for time spent commuting that exceeds one and one half (1 1/2) hour to and/or from the employee’s work location.

Employees are responsible for keeping track of their commute times and must accurately record any commute time that exceeds one and one half (1 1/2) hour in accordance with the Company’s timekeeping policies and procedures.

II. Mileage Reimbursement

Given that employees do not have a fixed job location, employees are expected to report directly to the clients’ homes and/or businesses in varied locations in Southern California. If an employee uses his or her personal vehicle to commute more than thirty (30) miles from the employee’s home to the employee’s to an assigned work location, the Company will reimburse the employee for every mile that exceeds 30 miles from the employee’s work location to their home, in accordance with the then-applicable Internal Revenue Services (“IRS”) mileage reimbursement rate.

In order to be reimbursed for mileage, the employee must timely fill out the Expense Reimbursement Request Form so that the Company can verify the mileage request(s). If an employee does not believe that the IRS mileage reimbursement rate is sufficient to cover his or her actual reasonable automobile expenses, the employee may submit for consideration and reimbursement, his or her actual automobile expenses that are allocated to travel that exceeds 30 miles between the employee’s home and assigned work location.

III. Cell Phone Reimbursement

The Company recognizes that an employee may occasionally be required to make work-related telephone calls, send and receive work-related e-mails and/or text messages, and photograph a client’s premises using the employee’s personal cell phone. Employees who are required to use a cell phone device to perform their job duties will receive reasonable reimbursement for the value of the use of their personal cell phones proportional to the discharge of those job duties.

The Company's cell phone reimbursement for the use of a personal cell phone to perform work duties will be paid proportional to the employee's use of his or her phone for work. If an employee believes that the reasonable value of an employee's required use of his or her cell phone exceeds any cell phone reimbursement paid by Company, the employee should submit an Expense Reimbursement Request Form for excess charges, and then the employee should inform the Company Owner of the excess charges and request approval to increase the amount reimbursed. A copy of the employee's cell phone statement must be attached to the Expense Reimbursement Request Form.

IV. Overnight Stays

The Company will pay for a hotel if the employee needs to travel more than 150 miles for a work assignment, the mileage and travel time as outlined above applies. Employees will allowed be reimbursed \$40 per day for meals while on an assignment that includes an overnight saty.

V. Business Expense Reimbursement

The Company reimburses its employees for all pre-approved appropriate and reasonable expenses necessarily incurred during the course of performing job duties. Employees must obtain prior approval of an expense before incurring the expense. Unless otherwise agreed to in writing by the employee and the Company Owner, employees must request reimbursement of business related expenses in writing on the Expense Reimbursement Request Form. Expense Reimbursement Request Forms are to be completed and submitted to the Company Owner for any expenses incurred in a pay period within thirty (30) days of the date on which the expense was incurred.

Employee Acceptance and Acknowledgment

By signing below, I acknowledge that I understand and agree to the terms and conditions of the Expense and Travel Reimbursement Policy. I further understand that I do not have a fixed location of employment, and that my commute will likely be different every work day.

Employee Signature

Date

Employee Printed Name