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|  DW TOWER, INC. | HUMAN RESOURCES | | |
| | POLICIES AND PROCEDURES | | |
| SUBJECT | ISSUED | REVISED | NO. |
| Travel and Business Expenses Policy | 03/01/2006 | | F-001 |
| APPROVED | | | |
| <i>Approved with Policy A-100</i> | | | |
| President | | | |

Purpose: The purpose of this policy is to communicate the guidelines concerning business travel, entertainment, and expense reimbursement. All team members should do whatever possible to mitigate the potentially high cost of travel, travel-related expenses and entertainment.

Policy: D. W. Tower, Inc. will reimburse team members only for approved costs incurred when conducting Company business. These expenses must be directly associated with or related to the conduct of Company business. Requests for reimbursement must be for the actual amount spent. D. W. Tower, Inc. will reimburse only those expenses listed among the Authorized Reimbursements in this policy.

Scope: This policy applies to all team members who travel on business for D. W. Tower, Inc. and/or incur business-related expenses.

Definition:

- *Reasonable lodging accommodations* – lodging costs of \$75 or less before taxes.

Expense Procedures:

1. Travel arrangements will be made using the following guidelines.
 - Travel services are made through the Corporate Office.
 - Midsize or smaller vehicles may be rented only when Company vehicles, cabs or public transportation are not practical.
 - Airfare will be booked in coach and with the cheapest fares possible using advance purchase when feasible.
2. All travel, business and entertainment expenses must be accurately submitted on an Expense Report with receipts. Generally, the Expense Report should be submitted on a weekly basis with the Time Sheet. The Expense Report must be signed by the Supervisor. Failure to comply with this procedure may result in disapproval of the reimbursement request.
3. Any unused tickets, for whatever reason, must be returned for credit.
4. Team members traveling more than 100 miles from D. W. Tower, Inc.'s Office(s) may expense up to \$20.00 for all meals for each continuous 24-hour period of travel or work. Team members traveling for periods of less than 24 hours may be reimbursed for a prorated amount based on the number of meals typically eaten during the travel period. Team members who travel more than 75 miles to a job site

will receive no more than \$20.00/day for food plus mileage reimbursement (for personal vehicle use) at the IRS approved rate (currently 48.5 cents/mile).

5. Team members using personal vehicles for business purposes will be reimbursed for fuel at the IRS approved rate per mile (currently 48.5 cents/mile). The mileage reimbursement is subject to change, at the sole discretion of the Company. Team members using personal vehicles for business purposes must be insurable through Company insurance carrier(s).
6. Receipts are required for the every purchase, cash or credit.

Anyone found violating any portion of this policy may be subject to disciplinary procedures, up to and including termination.

No changes will be made to this policy or any deviations authorized without the express written permission of President.