

Expense Reporting Guidelines -

Expense report forms are available on the Intranet (http://intranet.onstor.net/forms/Expense_report.xls). All expenses require receipts regardless of amount. If you are missing any receipts or have expenses for which a receipt was not issued (parking, taxi, etc.) you must put a note as to why there is no receipt attached or the amount will be deducted from the expense report. Whatever type of expense you are incurring, please use common sense and try to be frugal. A few good rules to follow are, 1. Is it a necessary expense?, and 2. Is it reasonable?

Mileage:

Mileage reimbursement rate for 2007 is \$0.485 per mile effective 02/01/2007. All that needs to be entered is the mileage for each date – the amounts will calculate for you. Mileage rate may change pursuant to IRS limitations.

Airfare:

When booking airfare, please use an online service such as Travelocity or Expedia and compare rates closely. Airfare should be documented by receipt **and** boarding pass **MUST** be attached. Travel must be approved by your manager. Domestic Airfare must be coach class. International air travel may be business class with pre-approval of your manager.

Hotels:

The same applies to the booking of hotels. Please check rates closely between nearby hotels – there can be vast differences in rates.

Rental Cars:

Car rentals should be for Economy Class unless you need to transport customers or equipment. Rental car receipts should not include “Fuel Service”. If this option was selected it will be deducted from rental amount. Please allow time to stop and fill up your rental vehicle before returning it.

Parking:

Reimbursement for airport parking is at **long term** rates.

Meals:

Meals (and drinks) eaten with others **require** date, attendees and business purpose of meal to be noted on expense report. All meals should be entered on the proper meal line in the Meals section **and** then attendee information should be entered below in the detail section. All meals in excess of \$150 require pre-approval from your manager.

All expense reports require approval of your Department Manager.

If accounting makes any changes to your expense reports, the total reimbursement will be adjusted and an explanation of changes will accompany the reimbursement check. Expenses without proper documentation or explanation will be returned to employee and should be resubmitted on next expense report with missing information.

EXPENSE REPORTS MUST BE SUBMITTED WITHIN 30 DAYS OF INCURRING EXPENSE. ANY DEVIATIONS FROM THIS RULE MUST BE APPROVED BY YOUR DEPARTMENT MANAGER IN ADVANCE.

Home Office Guidelines for Remote Employees –

We (ONStor IT Dept.) will purchase a Blackberry for you and will set up the plan so that the company is billed directly for service. You must choose to use either a Blackberry **OR** your personal cell phone for business. If Blackberry has cell phone capability, we will not reimburse personal cell phone bill. If personal cell phone is used, we will reimburse up to \$150 per month.

Company will facilitate home office. You are not to purchase home office equipment directly without pre-approval from IT.

We will reimburse DSL or Cable Internet for up to \$50 per month.

Software: Do not purchase or install software on company computer without speaking to IT first.

Whenever possible, please use the company purchasing process rather than purchasing a software or hardware item yourself and expensing it.

Home wireless: All equipment and configuration must be approved by IT prior to use.

If you have any additional questions about allowable expenses or procedures to get reimbursed, please email one of us and we will be happy to help you.

Margaret

margaret.laurance@onstor.com

Kathy

kathryn.burton@onstor.com