



Per Diem (“Travel”) Allowance Policy

To be eligible for *per diem* travel allowance in any week, Employee’s must complete and submit to ATC an approved timecard (or equivalent) signed by the employee and an authorized agent of the Client. **Travel Allowance payments shall be governed by and in accordance with the corporate policy of ATC and applicable law. Travel Allowance is paid for all days the Employee is on assignment provided the terms of this policy and applicable law are satisfied.**

During such period as Employee is eligible for subsistence allowance for lodging and meals and incidental business travel related expenses, Employee will be paid a determined per diem travel allowance, per day, for the period of Employee’s continuous temporary employment, not to exceed the shorter of one year from the date of initial assignment or the date when ATC’s reasonable expectation, if any, that the assignment will be greater than one year, including holidays and periods of bona fide sickness or injury. Employee will not be eligible for per diem travel allowance during periods of Employee requested time off, vacation, or other full day absences or departures from assignment.

If you begin another assignment for ATC where Employee is eligible to per diem travel allowance, Employee must complete new forms of attestation for that assignment.

I have read and understand this policy:

Signed _____ **Date:** _____