

JRP Travel Policies

Updated 7/6/15

The following JRP Travel Policies are included in and become a part of the Jim Russell Productions Consulting Agreement between Client and JRP Productions.

In addition to JRP's fee, Client will reimburse JRP for travel expenses related to the JRP Work that Client requests and preapproves, including: airfare, lodging, actual meal expenses, conference registration, business entertainment, travel incidentals and auto mileage at the IRS-approved rate of 55.5¢/mile.

Client will also reimburse JRP for the following expenses at cost: long distance telephone and Internet connectivity, photocopy, postage, overnight and courier services, production materials such as tape, CD's, research and special presentation materials.

Where available, JRP will submit invoices/receipts to Client for expenses. Payment of all reimbursable expenses is due and payable upon receipt of such invoices.

Airline: Should Client purchase airline tickets directly, JRP requests **direct non-stop** flights whenever possible to and from Raleigh-Durham International Airport (RDU). Not only does this make on-time arrival likelier, but also minimizes the amount of travel time which is billed to Client. Preferred airlines are: American, Delta, United or U.S.Air. *Please avoid small feeder airlines (Mesa, United Express, etc.), redeyes or very early/very late flights. Alternate airports such as BWI, Burbank, Midway are acceptable if reliable ground transportation is reserved.* Reserve Coach/Economy seat - Aisle. No middle seats please.

Arrival time: I prefer to arrive by late afternoon (4:00 pm.) the night before work begins, allowing me a good night's rest and a fresh start the next morning. For returns, I like mid-morning departures.

Airlines servicing RDU and Jim's frequent flyer accounts are:

My Frequent Flyer Numbers

American	CBL3792
Alaska	34216615
America West	310-001-71236
Continental One-Pass	NW383367
Delta	2158473757
Southwest	00000071692106
United	00460 005 035
US Air	490-398-764

My Hotel Frequent Stay Numbers

Club Express (Renaissance)	001039312
Crowne Plaza	
Hilton Honors	3040-19729
Hyatt	G60696644G
ITT Sheraton	A301221521
Marriott Rewards	004-006-383
Radisson	6015990107080802
Westin Premier	80131 224 880

Hotels: Client should make reservations and arrange for **direct billing** from the Hotel to Client. Above are some national chains that Jim uses, along with frequent flyer accounts. Other hotels offering a minimum standard "Holiday Inn"-type room are acceptable. *Please avoid low-rent chains such as Days Inn, Comfort Inn, Best Western, Super 8, etc.* Hotel should have a decent restaurant. Jim prefers non-smoking deluxe, king bed, with wireless or wired high-speed Internet connection. If stay is longer than 3 days or if in-room meetings are required, a small/junior suite with separate sitting room and refrigerator are desired. Please make sure that hotel has decent hours for room service in case of late arrival. *Seek room upgrade to Club or Business level, based on hotel membership*

(see above). Corporate or non-profit rate may be available for AAA, AARP, American Express membership.

Car: If a car is not needed during stay, we will use taxis. For car rental, corporate or non-profit rate may be available for AAA, AARP, American Express membership. JRP is an Avis Preferred Member. 4HR22S. Midsize vehicle (Mazda-6 or similar) is acceptable. Have my own GPS. Always decline all insurance.

Expense Reimbursement: Upon completion of travel, JRP will provide a detailed accounting of expenses of the kind detailed above, along with receipts where available. As an Independent Contractor and not an employee of Client, JRP's expenses will be invoiced at actual cost and not based upon Client's employee expense guidelines or Client rules that govern employee travel. Payment of all reimbursable expenses is due and payable upon receipt of such invoices. Should payments not be made within 30 days of their due date, late fees of five percent (5%) per month will be assessed.