

QM Resorts Corporation | Interval Management

TRAVEL/VEHICLE MILEAGE POLICY

Employees are compensated their hourly rate-of-pay for the total number of hours worked (on-the-clock). Timeclocks are provided at all the company work locations and should be used by all staff members to record their actual working time. Any incident where a staff member is unable to use a time clock, should be recorded with the purpose for the event then reported to their superior upon completion of their shift.

The company has multiple work locations in the Reno/Tahoe area. Certain employees may have a fixed work location, while others may have work locations that vary on a daily basis, as a result of the work that they do or work that is performed on occasional or emergency purposes.

All employees shall adhere to the following policy in relation to traveling to any of the resorts or other locations for work purposes.

1. **Hourly Compensation:** All staff members shall clock in at the time clock at their first working location of the day and at the end of their day, clock out at that same location. Should employees have a variable work site and be required to attend to work matters at another location they shall stay on the clock until returning to the original location. If it is not possible to return to the original location, this should be noted and passed to the supervisor for manual addition to the time recording system. This applies to all departments and all employees including housekeeping, grounds, maintenance, special projects, front desk and any other staff who are required to travel for work purposes.
2. **Travel:** Any staff required to travel from their home location for work purposes, shall remain on the timeclock until returning to their home location at the end of the working day. They shall be eligible for all applicable allowances/reimbursements and shall follow the procedures as outlined in Section 3.
3. **Variable work locations:** Where no home location can be determined, staff shall adhere to the following procedures:
 - (a) If a staff member decides to drive their own vehicle to any of the work locations to commence the day, staff member shall not clock in until arriving at the work location and shall clock out at the same location at the end of the day. No mileage rate will be paid.
 - (b) If the staff member chooses to travel in a company van or other vehicle provided for convenience by the company, staff member shall not clock in until arriving at the work location and shall clock out at the same location at the end of the day. However, the driver of any company vehicle shall clock in at the original location where the vehicle is located and shall clock out at that same location only when returning to that location after the work day is over. If a company vehicle is provided, this is purely a convenience for staff and it is not required to be used by any staff member.

- (c) For any persons travelling to the Lake Tahoe resorts, but not eligible to clock in until arriving at the job, an allowance has been determined and will be given by the company. This allowance shall be:
- Sparks to South Lake and return – 3 hours in the day
 - Sparks to North Lake and return – 1.5 hours in the day
 - North Lake to South Lake and vice versa – 1 hour in the day.
- Hours are used for calculation purposes only and are not considered working hours.
- (d) Personal Vehicle Use: Reimbursement for use of a personal vehicle shall be made only if the company requests and the staff member agrees to allow the vehicle for use. Use of a personal vehicle is not required of any staff member. If a personal vehicle is used, the driver should be on the clock from first location back to that location in the evening. If applicable, any passengers travelling with the driver will be eligible for the allowance as specified above in Section 3(c).
- (e) Mileage Rates: Effective March 16, 2017, the mileage rate that will be used by all employees is \$0.45 cents per mile, or staff may claim the following fixed reimbursement fee for Lake and Sparks Trips:
- Sparks – South Lake Tahoe -\$54.00
 - Sparks – Incline Village - \$36.00

These are subject to examination and revision by the company at any time.

In all instances, one half hour shall be considered a break for lunch and all staff and supervisors should ensure that this is actually taken as such..

Please note, some of the above policies exceed the requirements of the Nevada Revised Statutes and must be viewed as a discretionary allowance by the company. These policies shall be subject to change at any time by the company to the definitions and specifications as provided for in the Statutes.

Notwithstanding any provisions or remedies as provided for in the Nevada Statutes or Codes, it is a policy of the company that any grievance, concern, miscalculation, misunderstanding or question regarding the application of the Travel and Vehicle policy, that the employee shall firstly raise the matter with a supervisor, or an appropriate person in the Human Resources Department, or any member of management.

By signing below, I understand and agree to the above referenced policy:

Printed Name/Signature

Date