

SILBEC TECHNOLOGY GROUP LLC

400 W Emmett St. Suite 9, Kissimmee FL 34741

TRAVEL, PER DIEM & EXPENSE POLICY HANDBOOK

FOR FIELD ENGINEERS — UNITED STATES OPERATIONS

Effective: April 2025 | Version 1.0 | Applies to all U.S.-based assignments

1. Purpose & Scope

This Handbook establishes the official travel, per diem, and expense policies for all field engineers employed or contracted by Silbec Technology Group LLC performing work assignments within the United States of America. Compliance with these policies is mandatory for all personnel.

This document covers:

- Airfare reservations and flight travel norms
- Hotel / lodging reservations and standards
- Car rental policies and authorized vehicle use
- Per diem rates (meals, incidentals, lodging allowances)
- Expense reporting and reimbursement procedures
- Financial accountability for costs arising from engineer negligence

IMPORTANT — Acknowledgment Required

By accepting a field assignment, every engineer acknowledges and agrees to the terms set forth in this Handbook. A signed Acknowledgment Form (Section 10) must be returned to Silbec administration before the start of each new assignment.

2. Authorization & Booking Procedures

All travel arrangements **MUST** be pre-authorized by Silbec management prior to booking. No reimbursement will be made for travel booked without prior approval.

2.1 General Authorization Rules

1. The engineer submits a Travel Request Form (TRF) at least 5 business days before the intended travel date, or as soon as the assignment is informed in cases of emergency or last-minute project deployment.
2. Silbec's Regional Coordinator reviews and approves or modifies the request.
3. Upon approval, Silbec or its designated agent books flights, hotels, and vehicles directly, OR issues written authorization for the engineer to book independently.
4. All bookings made independently must use the most economical option available for the given itinerary.

- 5. No upgrades (cabin class, vehicle category, hotel tier) are authorized unless pre-approved in writing.

2.2 Booking Platform & Proof Requirements

- Engineers must retain ALL receipts, confirmation emails, and invoices.
- Expense reports must be submitted within 5 business days of returning from an assignment.
- Missing receipts will result in non-reimbursement of the related expense.

3. Airfare Policy

3.1 Authorized Fare Class

All domestic flights must be booked in Economy / Coach class. Business class or premium economy is NOT authorized without written executive approval from Silbec management.

3.2 Booking Window

- Flights must be booked at least 7 days in advance to secure competitive rates.
- Last-minute bookings (less than 72 hours) require written authorization and are subject to cost review.
- Silbec will cover the cost of one checked bag per trip, per airline policy.

3.3 Flight Changes & Cancellations

Flight changes authorized by Silbec due to project needs will be reimbursed. Changes requested by the engineer for personal reasons are the engineer’s financial responsibility.

3.4 Missed Flights & Engineer Negligence

If an engineer misses a flight due to causes within their control (personal negligence), ALL resulting costs will be deducted from the engineer’s compensation or charged directly to the engineer. Examples of negligence include but are not limited to:

CAUSE OF MISSED FLIGHT	FINANCIAL RESPONSIBILITY
Arriving late to the airport (personal time management)	100% charged to the engineer
Missing the updated departure time/date due to an engineer’s error	100% charged to the engineer
Failure to check in within airline deadline	100% charged to the engineer
Immigration / documentation issues caused by the engineer	100% charged to the engineer
Airline delay / cancellation (airline’s fault)	Covered by Silbec — engineer must document and report immediately
Weather or force majeure	Covered by Silbec with proper documentation

⊖ Costs Recoverable from Engineer Due to Negligence

- Rebooking fees and fare difference for replacement flight
- Additional hotel night(s) required due to the missed flight
- Ground transportation resulting from the disruption
- Meals during unplanned extended stay
- Any client penalties or project impact costs attributable to absence

4. Hotel / Lodging Policy

4.1 Authorized Hotel Standards

- Silbec will cover lodging at standard business-class hotels (e.g., Marriott Courtyard, Hampton Inn, Hilton Garden Inn, Hyatt Place, or equivalent).
- Luxury, boutique, or resort hotels are NOT authorized without prior written approval.
- The engineer must stay at the hotel pre-approved or booked by Silbec. Alternative accommodations require advance written approval.

4.2 Room Rate Limits

Silbec adheres to the U.S. General Services Administration (GSA) per diem lodging rates for each city/county. Rates vary by location and are updated annually.

LOCATION TYPE	MAX NIGHTLY ROOM RATE	REFERENCE
Standard U.S. City	GSA Standard Rate	www.gsa.gov/perdiem
High-cost metro (NYC, SF, Boston)	GSA Adjusted Rate (higher)	www.gsa.gov/perdiem
Client-specified hotel	Actual cost — prior approval required	Written PO from client

4.3 Check-in / Check-out Responsibility

- The engineer is responsible for honoring reservation dates and notifying Silbec of any changes at least 24 hours in advance.
- Room damages beyond normal wear and tear are the financial responsibility of the engineer.
- Personal charges (movies, minibar, room service, gym) are NEVER reimbursable and must be settled directly by the engineer at checkout.

4.4 No-Show / Late Cancellation Due to Engineer Negligence

⊖ Hotel No-Show Policy

If the engineer fails to cancel a hotel reservation within the property’s cancellation window due to personal negligence or lack of communication, ALL no-show charges and associated fees will be charged directly to the engineer and deducted from their compensation.

Silbec will not absorb hotel penalties caused by the engineer’s failure to notify management of changes to travel plans in a timely manner.

5. Car Rental Policy

5.1 Vehicle Category Authorization

CATEGORY	AUTHORIZATION	EXAMPLES
Economy / Compact	✓ Standard — Approved	Nissan Versa, Chevy Spark
Midsized Sedan	✓ Standard — Approved	Toyota Camry, Honda Accord
Full-size SUV / Pickup	⚠ Requires prior approval	Only if equipment transport needed
Luxury / Sports / Exotic	⊖ NOT Authorized	BMW, Mercedes, Porsche, etc.

5.2 Insurance Requirements

- Engineers must accept the Collision Damage Waiver (CDW) and Liability Insurance offered by the rental agency. Silbec will reimburse these costs.
- Personal auto insurance does NOT replace mandatory rental insurance coverage.
- Any accident, damage, or theft must be reported to Silbec management within 2 hours of the incident.

5.3 Traffic Violations & Fines

ALL traffic citations, parking fines, toll violations, and speeding tickets incurred during an assignment are the SOLE financial responsibility of the engineer. Silbec will NOT reimburse these costs under any circumstance.

5.4 Fuel Policy

- Fuel must be refilled to the original level before returning the vehicle. Pre-pay fuel options from the rental agency are NOT authorized.
- Fuel costs during the assignment period are reimbursable with receipt.
- Failure to refill the tank resulting in rental agency fuel charges will be deducted from the engineer’s expense reimbursement.

5.5 Negligence — Car Rental Responsibility

⊖ **Engineer Financial Liability — Car Rental**

The engineer assumes full financial responsibility for costs arising from:

- Accidents caused by distracted, impaired, or reckless driving
- Use of the vehicle outside the authorized geographic area
- Unauthorized drivers operating the vehicle
- Damage from misuse (off-road use, overloading, improper handling)
- Lost or stolen vehicle keys due to engineer negligence
- Late return fees when the delay is not project-related

6. Per Diem Rates — United States

Silbec follows the U.S. General Services Administration (GSA) per diem schedule, which establishes daily allowances for meals and incidental expenses (M&IE) based on travel destination. Per diem is intended to cover meals and personal incidentals; it is NOT a supplement to salary.

6.1 Standard Per Diem Structure

LOCATION / SCENARIO	DAILY M&IE RATE	LODGING	TOTAL MAX / DAY
CONUS Standard Rate (most U.S. cities)	\$68.00 USD	GSA rate by city	GSA + \$68
High-Cost Areas (NYC, SF, DC, LA, Boston, Chicago)	\$79–\$115 USD (varies)	GSA adjusted rate	GSA + M&IE
First & Last Day of Travel	50% of M&IE rate	Actual lodging	Prorated
Travel Day (no overnight stay)	50% of M&IE rate	N/A	Prorated M&IE only

6.2 Meals Breakdown (Standard GSA Day)

MEAL	STANDARD ALLOWANCE	NOTES
Breakfast	\$20.00 USD	Included in M&IE
Lunch	\$20.00 USD	Included in M&IE
Dinner	\$20.00 USD	Included in M&IE
Incidentals	\$10.00 USD	Tips, laundry, misc.
TOTAL DAILY M&IE	\$70.00 USD / day	Subject to annual GSA update

6.3 Per Diem Rules & Restrictions

- Per diem is paid as a flat daily allowance. Receipts are NOT required for M&IE reimbursement.
- If a client or employer provides free meals (e.g., project site cafeteria), the M&IE rate is reduced proportionally by the GSA deduction schedule.
- Alcohol is NEVER reimbursable, regardless of the context or amount.
- Per diem is NOT paid for days when the engineer is not traveling or working away from their primary residence.
- Per diem for partial days follows the GSA 75% rule on the first and last day of each trip.

7. Non-Reimbursable Expenses

The following expenses will NOT be reimbursed under any circumstances, regardless of whether a receipt is provided:

EXPENSE CATEGORY	DETAILS
Alcoholic beverages	Regardless of occasion or client entertainment
Personal entertainment	Movies, concerts, sports events, nightclubs
Hotel personal charges	Minibar, room service, pay-per-view TV, spa
Traffic violations & fines	Parking tickets, tolls, speeding citations
Personal travel companions	No reimbursement for guests, family, or partners
Vehicle upgrades (unauthorized)	Cost difference from economy to unauthorized tier
Flight upgrades (unauthorized)	Business class without prior approval
Expenses from engineer negligence	Missed flights, no-shows, late cancellations, accidents
Purchases without receipt	No receipt = no reimbursement, no exceptions

8. Engineer Negligence & Financial Accountability

Silbec Technology Group LLC provides travel accommodations as a professional benefit to facilitate field assignments. When costs are incurred as a result of an engineer's lack of responsibility, poor planning, or failure to follow policy, those costs will be recovered from the engineer.

8.1 Definition of Negligence in Travel

For purposes of this policy, negligence is defined as any action or inaction by the engineer that causes financial loss to Silbec and that a reasonable professional would have avoided. This includes, but is not limited to:

- Failure to arrive at the airport with sufficient time (minimum 2 hours domestic, 3 hours international)
- Booking errors made personally (wrong dates, wrong airport, wrong name on ticket)
- Failure to cancel or modify reservations within the allowable cancellation window
- Loss of rental car keys, equipment, or company-issued travel documents
- Traffic accidents where the engineer is at fault due to distraction or recklessness
- No-show at hotel without prior cancellation in violation of the property's policy
- Unauthorized use of rental vehicle outside approved geographic or use scope

8.2 Recovery Process

6. Silbec will document the incident with available evidence (airline records, hotel invoices, rental agency reports).
7. The engineer will receive written notification of the identified costs within 5 business days.
8. The engineer has 3 business days to respond and provide any documentation in their defense.
9. After review, Silbec will issue a final determination of responsibility and amount owed.
10. The amount will be deducted from the engineer's next paycheck, expense reimbursement, or invoiced directly, per applicable employment/contract terms.

i Note on IRS & U.S. Law

Deductions from employee wages for costs related to negligence are subject to applicable state and federal wage laws. In all cases, deductions will not reduce the employee's pay below minimum wage requirements. Silbec complies fully with the Fair Labor Standards Act (FLSA) and applicable state wage laws. Independent contractors (1099) assume full personal liability.

9. Expense Reporting & Reimbursement Process

9.1 Submission Deadlines

SCENARIO	SUBMISSION DEADLINE
Short-term assignment (1–7 days)	Within 2 business days of return
Long-term assignment (>7 days)	Weekly (every Monday or Tuesday during assignment)
Monthly close (all engineers)	By the 3rd business day of the following month

9.2 Required Documentation

- Completed Silbec Expense Report Form (provided by administration)
- Original receipts or digital copies (PDF/JPG) for all expenses over \$25.00 USD
- Hotel folio showing itemized charges (not just the summary)
- Car rental agreement and final invoice
- Airfare itinerary or e-ticket with price paid
- Mileage log (if personal vehicle used with prior approval)

9.3 Reimbursement Timeline

Approved expense reports will be reimbursed within the following timeframe, contingent on proper documentation being submitted:

- W-2 Employees: Included in next regular payroll cycle
- 1099 / Independent Contractors: Net 15 from approval date

10. Engineer Acknowledgment & Agreement

By signing below, I confirm that I have read, understood, and agree to comply with all provisions of the Silbec Technology Group LLC Travel, Per Diem & Expense Policy Handbook, Version 1.0.

I understand that:

- All travel must be pre-authorized by Silbec management prior to booking.
- Per diem rates are established per the GSA schedule and subject to change.
- Expenses resulting from my personal negligence are my sole financial responsibility.
- Non-reimbursable expenses will not be paid regardless of receipt submission.
- Violations of this policy may result in disciplinary action up to and including termination.

i Implicit Acceptance of Policy

By being onboarded into the Silbec Technology Group LLC field engineer platform and receiving a project assignment, each Field Service Engineer (FSE) is deemed to have read, understood, and accepted all terms of this Handbook in full.

No physical signature is required. Acceptance is inferred at the moment the engineer confirms availability for, or commences, any assignment managed by Silbec Technology Group LLC.

Silbec reserves the right to update this policy at any time. Engineers will be notified of changes through official communication channels. Continued participation in assignments constitutes acceptance of the updated terms.

israel.becerril@silbectg.com | +1 (863) 359 5822 | www.silbectg.com

Policy Version 1.0 — April 2025 — CONFIDENTIAL — Internal Use Only