

## ATS Expense Form, Procedures and Policies

The expense invoice is in a weekly format and should be filed out following each trip or on each Monday, for the previous week (MON-SUN) for extended trips.

- Please **do not modify our form, its cells, format or formulas**. If you have a question, contact a company representative.
- Reports should be emailed each Monday for the previous seven nights. Exemption is made for trips of less than seven nights spanning a weekend.
- Please **do not include your daily pilot service rate** on the expense invoice form.
- Note the itinerary flown in IATA (3 letter) code.
- Note the last city for each flying day in the space marked "RON Location" in IATA code (3 letter)
- If you are flying airlines overnight, denote "Airline". If operating client aircraft, denote "Aircraft".
- Please use hotel exchange rates unless unfair and clearly annotate exchange rates and resulting US dollar value on each receipt.
- Currencies weaker than the dollar will be expressed as numbers GREATER than 1 (i.e.: 112 ¥). Currencies stronger than the dollar will be expressed as numbers LESS than 1 (i.e.: .58 € or .48 £). Failure to follow this will require your correction and result in commensurable delay.
- Mileage is reimbursed at seventy-five cents per mile, plus tolls, when you are required to use personal automobile transportation.
- We reimburse US\$25/day for mobile phone use internationally, \$15 domestically, in lieu of air time and associated difficulty and delay in direct reimbursement of phone bill. Use of SMS or PIN messaging (for blackberry owners) is encouraged.
- Hotel phone / fax bill includes internet service. Use of Skype or other VOIP is encouraged for all calls.
- Original receipts are retained by pilots. Use of scanned receipt transmittal is encouraged. Faxed receipts and reports should be considered secondary. If in JKT (Jakarta), the hotel business center can scan documents for you. Hotel scanning costs are comparable with faxing to North America.
- Segregate days and break out grouped costs (in US\$) on each hotel bill. Combine room/tax and meal/tax/tip.
- Meals and sundry expenses are reimbursed on a "real and actual" basis. In accordance with IRS policy receipts must be provided for amounts in excess of US\$24.99 or foreign currency equivalent. Some client's staff members are on per diem, due to lower overall compensation. Accordingly, per diem use is not for ATS pilot use unless specifically authorized.
- Include meal gratuity with your meal.

- Please limit client entertainment to reasonable levels, obtain prior ATS approval; or, be prepared to assume person responsibility for such costs.
- Line gratuities should be listed under aircraft expenses. Only incidental gratuities should be listed in the Tips & Gratuity section. Explain if extra-ordinary in the Misc. section.
- Explain miscellaneous items in the “Misc. Details” section of the form.
- Please do not submit laundry on the last day of your trip unless it has been approved by ATS.
- Please do not submit minibar bills unless it is for water areas where tap water quality is a concern or unless snacks are consumed in lieu of a meal.
- Please verify that all forms are completed and appropriate receipts included. ATS have been correcting forms and faxing them back but will now return or notify the contractor for correction.
- **We cannot invoice the client until all billing elements are available; hence, delays in correct submission mean delayed compensation. Incorrectly prepared reports will be returned for your correction.**
- The sooner we receive your documents, the sooner you get paid.
- Pay turn-around averages 10-20 days but will not exceed 30 days.
- If your report is not acknowledged within three business, please follow up with a direct contact (telephone or skype, not email)

Stay in contact and know that we appreciate your support.

### **Flight Time Duty Limits**

#### Two crew,

- time zone stabilized,
- with “on duty time” between 0700-1200 hours local,
- 14 hours max.
- Reduce as appropriate for anything outside of this and advise asap.

#### Augmented crew (three man maximum),

- time zone stabilized,
- with “on duty time” between 0700-1200 hours local,
- 18 hours max.
- Reduce as appropriate for anything outside of this and advise asap.
- This may not be appropriate without qualifying on board crew rest facilities.

Greater than three pilots does not increase available duty period.

**Client or pilot deviation from this standard is actively discouraged and should not undertaken without consulting ATS management and / or appropriate collateral risk mitigation.**

## **ATS Crew Responsibilities**

### **Familiarity with Flag Regulations**

- Bermudan aircraft operations must be in compliance with ANO or OTARs in case of ops on Bermuda registered aircraft
- EASA-JAR operations must be in compliance with JAR's / EASA for European / ECAC registered aircraft
- Operations must be in compliance with FAR's for US registered aircraft
- All operations must be in compliance with operator's GOM/FOM or industry standards if neither of the aforementioned are in force.

### **Daily Flight reporting**

- Crew are requested to send an email on a regular basis (no less than weekly, daily if in motion. Contents should include:
  - \* Summary of that day's activities and points of contact (hotel or local mobile)
  - \* Forecast of movements / activities expected.
- Crew are each required to forward email summary of above following movement involving change of location and points of contact.

Expense reports are due each Tuesday for the previous Monday through Sunday nights, unless operationally impractical.