

Article 17 – EXPENSES

1. The Employer shall pay expenses incurred by an employee in the course of the employee's work when the Employer has authorized such expenses. Such authorized expenses shall include transportation, if required.

2. For the authorized use of an employee's automobile, the Employer agrees to pay:

- (a) The established IRS reimbursement rate for each business mile driven when the employee is authorized to use his/her personal automobile, ~~but not less than \$15.00 per day, for business purposes.~~
- (b) ~~Provided the employee executes an Affirmation confirming the availability of his/her personal vehicle for business use and the terms for same, A a weekly allowance non-wage stipend of \$33.00 to photographers, videographers or video journalists who use their own cars in their work and for the transport of business equipment, as opposed to a car leased by the Employer. The weekly non-wage stipend shall be subject to taxation in accordance with law and regulation., ~~such allowance being at least five times the daily allowance in Section 2 (a) of this article. The mileage reimbursement outlined in Section 2 (a) of this article shall apply to 50 miles a week for employees on such an allowance for making their automobiles available. Thereafter, the mileage reimbursement shall apply only after the employee receiving the weekly allowance drives on assignment more than 125 miles in a workweek.~~~~
- (c) Necessary parking fees where free parking is not available at the place of authorized car use.
- (d) Any photographer, videographer or video journalist receiving the weekly allowance non-wage stipend specified in (b) shall not receive such minimum non-wage stipend during weeks in which he/she is on out-of-town assignments for the entire week and does not use his/her personal car.
- (e) Any photographer, videographer or video journalist who agrees to make his/her personal automobile available for business use and who receives the weekly allowance non-wage stipend specified in (b) will be reimbursed for the actual additional cost of the premium needed to insure his/her automobile at the business use rate rather than at the personal pleasure use rate, up to an annual maximum of six hundred dollars (\$600). ~~A photographer, videographer or video journalist must provide one (1) week's advance written notice of a decision to cease business use of his/her automobile and must reimburse the Employer for the business use premium for any period of non-utilization of not less than one (1) week. Employees will provide one (1) week's advance written notice of an intention to resume business use of a personal vehicle.~~

3. The Employer agrees to notify any affected employees 90 days in advance if a company vehicle is to be supplied for the employee's use. If an Employee is assigned a company vehicle on a regular basis, the Employer agrees to provide six months' written notice to the affected employee when the vehicle is to be withdrawn. If it is not possible to give the full six months' written notice, then in lieu of notice, the Employer will pay the Employee \$100 a month up to a maximum of \$600. The Employer will reimburse employees promptly for damage sustained by employee-owned vehicles in connection with assigned coverage of civil disorders, riots and insurrections. Other accidental damage to the employee's automobile while on company business, not reimbursed by insurance, will be reimbursed up to \$750. All other accidental damage to employee's personal property while on company business will be considered on a case basis.

4. The Employer agrees to carry Business Travel Accident insurance coverage with a death benefit of \$200,000 for employees who are on assignments. An employee will be reimbursed a maximum of \$5.00 to cover insurance the employee buys on a scheduled passenger airplane flight for business purposes. The employee shall present paid vouchers covering this expense.

~~5. The AP will replace damaged or stolen cell phones, cameras, laptops and/or digital recorders of Guild employees if the damage or theft occurred during the course of work for the AP and if the equipment was required for the assignment. Employees should use AP equipment in stead of personal equipment whenever such equipment is available. (If the employee chooses to use their own equipment when AP equipment is available the damage or theft is not covered.) No employee will be required to use personal property on assignments. NOTE: THIS SECTION IS UNRELATED TO EXPENSES AND SHOULD BE REPLACED WITH REVISED LANGUAGE UNDER THE MISCELLANEOUS ARTICLE.~~

65. Employees who are confined to a venue during an out-of-office assignment without overnight stay shall be entitled to reimbursement for reasonable meal expenses.