

FLEXIBLE STEEL LACING COMPANY

**Flexco Belt Conveyor
Products Training School
Policy on Expenses**

January 1, 2016

The purpose of this policy is to highlight the specific responsibilities for payment of expenses incurred while attending the Belt Conveyor Products Training School.

Fee: The fee for participating in the School is \$499.00 per person. Payment or a purchase order must be provided to reserve spaces in the class.

Cancellation: Attendance may be cancelled up to two weeks prior to the start of the class. Attendance fees are processed at that time. If attendance is cancelled after that date, you are still responsible for the full attendance fee.

Transportation: All transportation expenses to and from Grand Rapids are the responsibility of the attendee.

Class is in session 8am Monday morning to 12:30 pm Wednesday afternoon. We recommend booking arrival flights on Sunday afternoon/evening and **departure flights AFTER 3pm on Wednesday.**

Transportation from airport to hotel will be provided by the hotel. Detailed instructions will be given in the Travel Confirmation sent out approximately 3 to 4 weeks prior to the School.

Departure transportation to the airport will be provided.

Hotel: Room charges for Sunday, Monday and Tuesday nights will be the responsibility of Flexco. All incidental expenses (phone charges, movies, bar tabs, etc.) are the responsibility of the attendee.

Meals: Breakfasts each morning are complimentary at the hotel. Lunches and dinners on Monday and Tuesday will be group functions and are the responsibility of Flexco.

Miscellaneous: All other entertainment expenses outside of planned functions are the responsibility of the attendee. Additionally, if a class is cancelled, it is the responsibility of the attendee to reschedule flights, not cancel. Flexco is not responsible for reimbursement of cancelled flights.

