

Out of Town Participant Travel and Expense Reimbursement Guidelines

I. COVERED EXPENSES

A. Employee Runners

The following costs will be covered or reimbursed by Calpine for all out-of-town employee runners:

- Race registration fee
- One Team Calpine running shirt
- Travel costs
 - Airfare
 - Ground Transportation to/from airport and hotel
 - Mileage, if driving to Houston rather than flying
 - Lodging
 - A room at our designated team hotel will be reserved for you on Saturday night only; if you are unable to return to your home location on Sunday after the race, a second night's stay will be reserved for Sunday night
- Meals
 - Out-of-Towner Dinner provided Saturday night
 - Breakfast provided Sunday morning
 - If unable to return to your home location on Sunday after the race, dinner on Sunday night will be reimbursable

B. Guest Runners

The following costs will be covered or reimbursed by Calpine for all out-of-town guest runners:

- Race registration fee
- One Team Calpine running shirt
- Accommodations in hotel if sharing a room with an employee runner

II. EXPENSES NOT COVERED

- a) Guest airfare
- b) Guest lodging costs (unless sharing a room with an employee runner)
- c) Guest meals, other than team-provided meals
- d) Guest mileage
- e) Extra snacks, meals or beverages for employee or guest runners
- f) Car rental costs for employee or guest runners
- g) Hotel incidentals
- h) Employee lodging costs at a hotel other than the designated team hotel