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The Associated Press: *Teresita Seeberger*  
Teresita Seeberger (Dec 23, 2023 20:35 CST)

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News Media Guild: *Kevin Keane*  
Kevin Keane (Dec 23, 2023 21:32 EST)

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## 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 automobile, but not less than \$15.00 per day
  - (b) A weekly allowance to technicians / technical support specialist who use their own cars in their work, as opposed to a car leased by the Employer. The weekly allowance will be 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 technician/technical support specialist receiving the weekly allowance specified in Section 2(b) shall not receive such weekly allowance during weeks in which the employee is on out-of-town assignments for the entire week and does not use his/her personal car.
  - (e) Any technician/technical support specialist who agrees to make his/her personal automobile available for business use and who receives the weekly allowance specified in Section 2(b) will be reimbursed for the actual additional cost of the premium needed to insure employee's automobile at the business use rate rather than at the personal pleasure use rate, up to an annual maximum of six hundred dollars (\$600). Any employee covered under this section 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.
  - (f) The Employer shall have the option of providing a leased vehicle in lieu of mileage compensation rates and/or weekly minimums described above. The type of vehicle shall be at the sole discretion of the Employer however, no new vehicle with less than a four (4) STAR rating, as determined by the National Highway Traffic Safety Administration (NHTSA), will be provided as a regular replacement vehicle through normal advance ordering procedures. When circumstances dictate that a replacement vehicle is needed before it could be supplied via normal advance ordering procedures or, in areas where all-wheel drive is selected a three (3) STAR rating will be permitted.

- (g) Passenger cars provided will be either full size or intermediate station wagons or sedans. Again, these vehicles will not exceed the safety standard stated above and will be equipped with the same optional equipment currently provided, if available. The Employer also pledges that it will not assign a compact or sub-compact car to any Technician except by mutual consent and that the Employer will add no more than five (5) additional bureau cars to its fleet.
  - (h) In order to receive the payments specified in this Section 2, employees must submit an expense report documenting the date, name/place of assignment, and the actual miles driven for each business assignment during that week. The daily minimum reimbursement specified in Section 2(a) and the weekly allowance specified in Section 2(b) shall be subject to taxation in accordance with law and regulation.
3. The Employer agrees to notify any affected employees 90 days in advance if an Employer vehicle is to be supplied for the employee's use. If an employee is assigned an Employer 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 the Employer's 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. 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.
  6. The Employer will provide employees who are hired at or transfer to a business location without a physical AP office, or staff in those locations where AP closes an existing physical office, with a laptop, single monitor, keyboard, mouse, USB headset and web cam. The Employer will also provide or reimburse employees for authorized office supplies and business-related expenses.
    - a. Staff who are assigned to a business location at which AP maintains a physical office, or a business location at which AP provides employees with access to a physical office (such as a co-working space), are not eligible for the benefits as provided by Section 6.
    - b. Employees in any business location may not seek reimbursement for, or otherwise receive compensation for, ongoing expenses such as internet connectivity, television service or electricity. All previous agreements to provide such reimbursements will end upon adoption of this contract.