

**TOTAL MANAGEMENT ONSITE STAFFING & TRAVEL POLICY  
2019**

- Travel and onsite work hours will be billed for any events/activities on behalf of the client
- A minimum 5 hour per day charge will be applied to each Total Management staff member
- Staff members will be billed at \$35/25+VAT per staff member per hour

\*Any Additional Fees and services shall be invoiced with a full account of the charge

**TRAVEL POLICY**

- Expenses including flights, accommodation and transfers are to be covered by client for any Total Management staff travelling for an client event.
- For flights over 5 hours Total Management staff members will be required to fly a minimum of Premium Economy, where possible.
- As and where appropriate Total Management staff should be offered the same lodging, hotel, or accommodation as other members of the clients Team
- Food and beverage and onsite costs will be billed to client. Total Management will work off an agreed allow-ance of \$60/£45 per day unless mutually agreed otherwise.
- Total Management have the right to refuse sending staff if there has been no formal decision by client of staffing requirements within 3 weeks of the event date. Total Management however will endeavour to be as accommodating as possible with the schedules put forward by client.
- Total Management have the right to refuse sending staff to locations it considers to be unsafe due to war, terror, or natural disaster.

*Total Management reserve the right to address fees under the unusual circumstance that extended time periods of time out of office would be required. The cost will be pre agreed with the client and will be based on scope of work and length of time on the ground.*