



REMINGTON

The premier service provider to the hospitality industry.™

TO:	All Remington Directors of Sales
FROM:	LaDonna Gerhart, EVP of Sales & Marketing
CC:	DVP's of Sales General Managers DVP's of Ops Controllers Human Resources
SUBJECT:	FIELD SALES CELL PHONE REIMBURSEMENT POLICY
DATE:	March 27, 2019

An audit of Sales Cell Phone Reimbursement Practices by property has been conducted which uncovered inconsistencies. In an effort to ensure that we have a fair and consistent policy, the following policy will go into effect **August 1, 2018**.

Monthly Cell Phone Reimbursement:

- Director of Sales - \$70 Per Month
- Director of Catering - \$70 Per month
- IBT Sales Managers - \$40 Per Month
- Group Sales Managers - \$40 Per Month
- Catering Sales Managers and Convention Service Sales Managers - \$40 Per Month

In return for the above allowance, we will require the following:

- Expense will be submitted monthly via Expense Reports
 - Expense report must be accompanied with a provider bill for proof of service
- All eligible Sales Associates must have email for Remington and Brand loaded on their cellular device

Any DOS whom is on a current reimbursement plan that is above this amount may remain on their current plan. If that DOS position turns over the new DOS will be moved to this plan.

All Sales Managers will move to this plan immediately regardless of prior plans.

Thank you,

LaDonna Gerhart