

International Pilot Services, Inc.

Billing Expense Guidelines and Procedures

Please, use ONLY current files from the “Forms” page of our website (www.intl-pilot.com) or forms we provide you, as applicable.

Do Not alter the form, categories, labels or formulas (other than for foreign currency calculations if you use that feature)

All receipts must accompany the Expense Report and are required for amounts greater than US \$24.99 or equivalent in foreign currency. If receipts do not accompany the Expense Report, IPS are not obligated to find, recover or reproduce crew receipts. Labor and expense report will only be processed together, upon receipt of all required elements.

Contracting crew must retain original receipts. DO NOT send originals. If you ARE able to scan receipts, please scan and email to Roger@intl-pilot.com **and** Terri@intl-pilot.com for bill processing.

If you do not have a scanner, ask the hotel business center to scan and email them (costs are comparable to faxing). The third option is to fax us receipts at +1-561-622-1512

If you do not have Excel or are not familiar with Excel spreadsheets, an Adobe Acrobat Form is provided for your use with pen and ink.

Additional Notes or answers to FAQ's:

- Enter Name, Aircraft Registration, Customer and Route within the boxes provided
- Use IATA location codes (3 letter) for over night stops and routes with few exceptions (JKT for either airport in Jakarta; SIN for either airport in Singapore; and KUL for either airport in Kuala Lumpur)
- **Do not write or enter data in shaded areas of the form or modify the structure of the form.**
- IPS Billing Cycle for: Monday morning through Sunday night. Sunday's hotel expenses must be included in the week's billing if applicable.
- IRS Rules State that Expenses under US \$25.00 including tips are acceptable, but if you have receipts, submit them, it eliminates questions and mitigates delays.
- Note exchange rate and resulting US \$ total on each expense receipt or hotel bill.
- Use the hotel exchange rate unless you know it to be in error. In regions where we have a regular presence (EUR, SEA and UAE) please check with us to verify or amend rates.
- Please do not change exchange rates for the same country within one expense period unless the markets are very dynamic. If that is the case, please discuss with the office in order that we are all on the same page.
- If there is more than one IPS crewmember, the senior pilot will be responsible to ensure that all crewmembers are using the same exchange rate.
- Please use lines to denote or separate days if a hotel bill covers multiple dates. A simple line and / or margin note will suffice.

- Enter the hotel expense for the night or date to which it refers (NOT on the checkout date). For example, a Tuesday night hotel room in Timbuktu, should be entered in the Tuesday column.
- If you have more than one hotel expense due to dayroom or International Date Line crossing, combine them for a total on the form and show break out on the receipts with cross link notes. Make certain to show the combined total on both receipts. If you have
- Please scan or copy receipts in a chronological order and try to keep them facing one direction (or a counter clockwise rotation of ninety degrees max).
- If you have multiple taxi, supply or meal receipts, please try to group dates or types of expense on one page.
- Most IPS Clients use real and actual meal reimbursement in lieu of per diem. Where per diem is applied, it must be agreed prior to use; otherwise, IPS will expect receipts as appropriate or available. Please do not submit meal expenses of 3 x \$24.99 to avoid producing meal receipts.
- Meal or taxi gratuities should be included with the respective meal or taxi, not broken out to the tips and gratuities fields.
- Line tips for airport and aircraft related expenses should be logged under the aircraft expenses area.
- Tips or gratuities to be entered in Tips fields are for ancillary tips (hotel et cetera).
- If receipt printing is faint or light, please augment / clarify using blue or black ink.
- Flat rate cell phone reimbursement: Domestic, \$15.00 and International, \$25.00 per day. This can be adjusted for extreme cases but must be discussed with IPS to ensure that team members and clients are cognizant.
- Personal expenses not reimbursed (hair cuts, massage, manicure, pedicure etc...)
- Mini bar expenses are reimbursable for water, soft drinks and snacks in lieu of meals. Please do not invoice alcohol or bar only bills to our client unless discussed and approved by IPS.
- Laundry is a reimbursable expense so long as it is not abused (please do not submit laundry service on your last day with IPS unless you have been on duty for a reasonable time, have no clean clothes remaining due to scheduled ops or we have agreed to send you from our trip directly to another commitment).
- In all cases for miscellaneous expenses, please use MISC Notes section at bottom of sheet to explain.
- If you have multiple expenses for one day, combine them for a total on the form and show break out on the receipts with cross link notes. Make certain to show the combined total on both receipts.
- Enter date of filing at the bottom of the form within the box provided.
- If electronic signature is not used, please leave the field as (signature) “on file”
- In general, please think of how it would look to you if you were the client (or IPS staffer) trying to decipher your expense report. One hallmark that has helped to grow our business is the concise expense reporting and auditing that all IPS team members have taken pains (and years) to develop.
- If you ever have any doubts or questions don't hesitate to call IPS for clarification. It is more efficient than submitting, revising and resubmitting.