

MEMORANDUM

2 October 2007

To: New Employees

Subject: Travel Rules and Employee Responsibilities

Expense Reports

In order for an expense to qualify for reimbursement, the following minimum requirements must be met.

1. An approved travel authorization (TA) must be on file in our Chantilly offices.
2. All non-meal related expense(s) must be authorized in advance by senior ManTech management. An exception to this rule would be taxi cab / bus fares.
3. You must obtain and keep all original receipts. Meals are the only exception.
4. You must complete and submit an expense report a minimum of once monthly. The original receipts referenced in item 3 above must accompany this submission.

Leased Vehicles

Should a leased vehicle be authorized, the following instructions must be followed:

1. If leasing a vehicle inside the continental United States, do not accept any form of vehicle insurance. ManTech provides this insurance through our insurance carrier Travelers. Secure full coverage insurance for all vehicle leases outside the continental United States.
2. Keep the Travelers insurance card in the leased vehicle at all times.
3. The leased vehicle is to be used for business travel purposes only.
4. Leased vehicle cannot be driven more than 25 miles outside of TDY area and only for official travel.

Hotel Expenses

1. While in Chantilly Virginia, the room and taxes will be billed directly to ManTech. As stated in item # 3 of the expense reports section above, you must keep all receipts.
2. Any other charges such as internet usage, non-work related phone calls, mini-bar, laundry service, gratuity / tips, etc. are not authorized and will not be reimbursed by ManTech.

Time Cards

1. Must be completed on a daily basis.
2. Are submitted once weekly on Fridays NLT 0900 Hrs EST.

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3. While traveling, a maximum of 8 hours daily is authorized for charging to your timecard. There will be instances where the travel time exceeds this 8 hour maximum. You are only authorized to charge the first 8 hours a day during these occasions. Hours worked are not counted towards travel time.

As an example, if you worked from 8 – 12 and then traveled from 13 – 21, you would have 4 hours of work and 8 hours of travel or a total of 12 hours.

Sincerely,



Earl W. Watson Jr.
Assistant Executive Director – Tactical Systems Operations
ManTech Telecommunications & Information Systems Corp.