

Exhibit "A"

Travel Expense Guidelines

GENERAL

Prior to travel, all travel must be approved by the applicable Motiva Authorized Representative. Airline tickets, hotel charges, and car rental charges shall be reimbursed in accordance with the guidelines provided in this Exhibit A. Changes in flight schedules, hotel/motel rooms and/or automobiles must have a reasonable and necessary business purpose to be considered reimbursable. Contractor shall submit travel expense reports to the Motiva Authorized Representative for approval on a weekly basis. Original invoices should be submitted whenever possible. Contractor's business address shall not be used as a point of reference, starting or ending point for any of Contractor personnel travel expenses.

NOTE: All travel expenses will be reimbursed at actual cost without markup upon approval by the Motiva Authorized Representative. No labor charges for travel time will be accepted unless previously approved in writing by the Motiva Authorized Representative.

AIR TRAVEL

To take advantage of negotiated discount structures for airfare, Contractor should make airline reservations as far in advance as possible. All airline travel shall be tourist/economy class unless otherwise approved in writing by the Motiva Authorized Representative. Whenever possible, airline flights shall be booked at least two (2) weeks in advance.

LODGING

Contractor personnel shall be reimbursed for actual lodging expenses only when working at least 40 miles from their home (claimed as homestead for tax purposes).

When Contractor stays are considered lengthy (over 30 days), Motiva reserves the right to select long-term lodging arrangements that will be more cost effective to Motiva. Contractor personnel must abide by rules of such facilities.

Lodging expenses include the cost of the room plus applicable taxes. Not included are room service, recreation, room upgrades, laundry expenses, in-room movies, long-distance phone calls or any other direct charges to the room. See "Miscellaneous Travel Expenses" for further discussion regarding these charges.

AUTOMOBILE EXPENSE

Contractor's employees are not permitted to use Motiva corporate vehicles. Reimbursement for vehicle rental will cover no more than the costs of a midsize size car unless otherwise approved in writing by the Motiva Authorized Representative. Limousine service is expressly prohibited unless authorized in advance by the Motiva Authorized Representative in writing.



The Motiva Authorized Representative must preapprove any anticipated mileage reimbursement. Mileage for travel in Contractor's or Contractor's employees' own vehicles is paid at the rate recommended by IRS rules for mileage incurred. Mileage will not be paid on rental cars. Tolls for office-to-office travel only shall be reimbursed. Mileage and tolls should be supported by appropriate contemporaneous logs.

MISCELLANEOUS TRAVEL EXPENSES

Receipts are to be submitted for all expenses to qualify for reimbursement. This includes all meals, taxi fares, parking, and other costs for which receipts can be typically obtained.

Expenses, such as tips, which are usually unreceipted, should be reasonable for the service provided and supported by a personal log or other contemporaneous record. Expense reports submitted as documentation for reimbursement are to be signed by the appropriate Motiva Authorized Representative and include copies of receipts as supporting documents. Documentation of business meals shall include the names of all individuals, the date of the meals, the business relationship of the individuals, and documentation of the business discussion.

OTHER EXPENSES

At Motiva's option, other costs such as use of copy machines, computer time, CAD time, airfreight, postage and telephone usage may be reimbursed upon satisfactory documentation. This documentation may include office logs, which indicate a reasonable effort to identify specific costs with the appropriate project.

OTHER

Contractor may obtain standard office supplies through Motiva that are directly related to the performance of the Services. Contractor should utilize its own staff for clerical support.