DIRECTIVE NUMBER: 200-04-16

DATE: February 1, 2016

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Gratuity Policy

1.0 Purpose
To inform employees of appropriate tipping guidelines.

2.0 Reference
None

3.0 Procedure
A travel voucher must show the amount of each tip given daily and whom the tip was given to. Employees are allowed to tip the skycap at the airport and shuttle/taxi driver. The Meals and Incidental Expenses (M&IE) rates include charges for meals, taxes and all fees and tips to waiters, hotel porters, bellhops, doormen, maids and dining room stewards.

<table>
<thead>
<tr>
<th>Service</th>
<th>Allowable Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skycap at the airport</td>
<td>$1.00 - $2.00 per bag</td>
</tr>
<tr>
<td>Shuttle to/from airport/hotel</td>
<td>$1.00 - $2.00 per bag</td>
</tr>
<tr>
<td>Taxi</td>
<td>15%</td>
</tr>
</tbody>
</table>

Exception: If breakfast, lunch and dinner are provided for the day, no reimbursements of tips will be provided for said day.

4.0 Action Required
All employees are to adhere to the contents of this Directive.

5.0 Inquiries
Dawn Palmberg (785) 296-5000 x2551 or Annette Morris (785) 296-5000 x2554.

Signature on file
Lana Gordon, Secretary of Labor

Rescissions: 200-06-08
Expiration Date: Continuous