



MEMORANDUM

TO: All Employees

FROM: Edward Mike Davis
Owner

SUBJECT: Employee Expense Reimbursement

DATE: October 2, 2013

Due to recent events, employees are required to obtain supervisory approval for their expense reports. It is the responsibility of each employee to understand and comply with the business expense policy prior to submitting expenses for payment.

Any questions or guidance should be directed to the employee's supervisor or the Chief Operating Officer. Periodic audits will be conducted on expense reports for compliance with the policy. Non-compliance with the policy is grounds for immediate termination.

Please feel free to call me at (713) 315-8775 if you have any questions.

cc: Bruce A. Herring, Associate Vice President for Finance