

Top Apprentice Program

US Trip Expense Claims

8 March 2022

Outline

As part of the US trip prize, Caterpillar will cover all reasonable expenses incurred by the Top Apprentice winner while travelling. This document contains guidelines for acceptable expense claims and the process to claim on your return.

General

Caterpillar covers all the flights, accommodation, meals, course fees, facility tours and other reasonable expenses incurred while travelling. We ask that all receipts are collected and retained for the purpose of claiming expenses. On your return you need to submit an expense claim to your Dealership who will then invoice Caterpillar. These expenses should be within the guidelines of your Dealership and acceptable. Caterpillar wishes to see an itemised spreadsheet which includes:

1. Date of expense
2. Expense details i.e., Lunch, taxi etc.
3. Location of Expense
4. Currency
5. Notes – only if it needs explaining

Caterpillar intends to sign off and agree to reasonable expense claims if they are in the spirit of the Top Apprentice Program and are realistic. If the total expense claim looks over the top, we may ask to see the original receipts and refuse to pay some claims.

What is covered

Caterpillar will cover all reasonable expenses starting from the first airport of the journey and finishing back at this airport. Reasonable expenses include:

1. Departure tax
2. Taxis
3. Taxi tips up to approx. 15% of fare
4. Breakfast, lunch & dinner
5. Restaurant tips up to approx. 15%
6. Drinks with meals within reason. 4 drinks are reasonable.
7. Round of drinks with your hosts.
8. Laundry service and other standard hotel services.

What's not covered

The Apprentice pays for the transport costs from home to the first airport and from the last airport to home. Expenses that Caterpillar will not cover (but not limited to) are:

1. Taxi / transport to and from the first and last airport.
2. Over-weight luggage
3. Nightclub / men's club expenses
4. Massages
5. Excessive mini bar purchases (more than \$100 per week)
6. Expensive wine, spirits and cocktails
7. Consistently expensive meals
8. Pay Movies
9. Merchandise
10. Gifts
11. Personal sightseeing trips etc.

If you have any questions or concerns about expense claims please feel free to contact:

Rebecca Pilkington
Training Consultant
Caterpillar of Australia
GDL_Melbourne@cat.com
03 9953 9550