

Peaceful Valley Donkey Rescue, Inc.



To ensure consistency and clarity in how travel-related compensation is handled for all employees, the following policy replaces all previous versions of travel pay guidelines:

1. Overnight Travel

Hourly employees will receive a **daily flat rate of \$275** for each day of **overnight travel**, regardless of the purpose, project, or destination. This rate is intended to compensate for time and inconvenience associated with travel and overnight stays. The final day of an extended trip will also be paid at the standard day rate.

2. Same-Day Travel (No Overnight Stay)

For trips that **do not require an overnight stay**, employees will receive **standard per diem**, in accordance with the organization's existing reimbursement guidelines.

3. Per Diem Requirements

Moving forward, **per diem will not be paid** unless a **Pre-Trip Log** has been submitted and approved **prior to departure**. This documentation is essential for proper planning and budget tracking.

4. Extended Day Work Weeks for Salaried Employees

When working away from San Angelo, salaried employees will receive day rate for any day that exceeds five in any seven day period.

5. Immediate Implementation

This revised policy is **effective immediately as of May 21, 2026**.