

**Sun Communities “LEAD” Training
Travel and Team Member Responsibility Agreement**

PURPOSE

This Agreement establishes the guidelines and procedures for travel and attendance at the “LEAD” training conducted at Sun’s Main Office (“Training,” “LEAD”, or “Event”). The Team Member designated on this Agreement (“Team Member,” “participant,” or “you”) agrees to the terms and conditions outlined in this document.

TRAVEL

Travel arrangements to and from the Training have been made by Sun’s Events & Travel team. In situations where modifications may be necessary to travel arrangements, all changes must be handled through the Events & Travel team. Team members may not make flight changes, itinerary modifications, etc. through airlines directly. They may, however, change seats as available so long as there are no costs to do so. Seat changes resulting in fees being charged may not be submitted for reimbursement.

EXPENSE REIMBURSEMENT

All approved and incurred expenses for the Training, as outlined below, must be submitted through Concur for reimbursement. Following the LEAD Training, eligible travel expense reports and accompanying receipts must be submitted within 30 days of the conclusion of training.

The items listed below are the only expenses that will be reimbursed as a result of this Event. Any exceptions must be approved by the Events & Travel team in writing. Attendees will be responsible for obtaining receipts for any charges they wish to be reimbursed for.

Air Travel

- Up to \$20.00 for snacks/meals, per travel day, for any Team Member whose total travel time to and from Michigan exceeds 4 hours from the time of your scheduled flight departure to the time you land in Michigan (or the time you land back at to your home airport)—receipts must be itemized (not a credit card slip)
- Up to \$35 per flight for airline fees for up to one checked bag/piece of luggage per travel day
- The cost of economy parking for parking at the airport (or other nearby parking facility), at a max of \$15/day
- \$0.625 per mile* for miles driven to and from the airport OR up to \$50 round-trip for taxi, shuttle, or other airport transportation service
**Mileage reimbursement rate designated by the IRS and is intended to cover the cost of automobile operation, insurance, repairs/maintenance, fuel, etc.*

Driving

- Up to \$20.00 for snacks/meals, per travel day, for any Team Member whose total travel time to and from Michigan exceeds 4 hours—receipts must be itemized (not a credit card slip)
- \$0.625 per mile* for miles driven to and from the designated hotel, up to a maximum reimbursement for no more than 600 miles round-trip
**Mileage reimbursement rate designated by the IRS and is intended to cover the cost of automobile operation, insurance, repairs/maintenance, fuel, etc.*

Meals While in Michigan

- Alcoholic beverages may not be expensed
- It is the responsibility of the team member to advise of any dietary restrictions prior to arriving in Michigan so that proper arrangements can be made to accommodate such restrictions

No other expenses will be approved for reimbursement. All meals while on-site at the Training are covered as part of attendance at the Event. Meals outside the LEAD Training schedule will take place at the designated hotel, which you will receive a voucher for breakfast.

HOTEL CHECK-IN

Attendees will be required to provide a credit card upon check-in to cover the cost of incidentals. Any costs charged to an attendee's hotel room for things like phone use, movies, etc. will be the responsibility of the attendee and may not be submitted for reimbursement.

If you do not have a credit card to use for this purpose, please email the Events & Travel team at events@suncommunities.com to request a Hotel Incidental Charges Authorization Form. ***This must be arranged prior to your arrival in Michigan.***

COMPENSATION FOR HOURLY TEAM MEMBERS

While attending Training, non-exempt team members are expected to clock-in and clock-out using Sun's timekeeping system in the same manner he or she would do so while at his or her primary work location. The work day consists of the time training begins through the time training ends. As in normal circumstances, team members are expected to properly record breaks in excess of 20 minutes (all breaks for California team members) and lunch periods while at Training.

Non-exempt team members are compensated for transit time on travel days to and from Training. Transit time includes time spent on commercial carriers (air, bus, etc.) and driving other than to and from a team member's primary work location. If a travel day falls on the same day as when a team member would normally be scheduled to work, the team member shall be compensated for no less than the total number of hours he or she would normally be scheduled to work. In these circumstances, the team member is expected to work with his or her supervisor to ensure hours are accurately recorded in Sun's timekeeping system.

TEAM MEMBER CONDUCT

You understand and agree that while in attendance at this company-sponsored Event, you are representing Sun Communities, and therefore will act responsibly and in accordance with the requirements of the Team Member Handbook (which you previously reviewed and electronically signed). Failure to conduct yourself in an appropriate manner may result in removal from the Event and further disciplinary action.

Participants who voluntarily choose to drink alcoholic beverages while attending this Training are expected to behave in accordance with usual business standards and all company policies. If participants drink irresponsibly or commit offenses related to or resulting from the consumption of alcohol, they place the Company's reputation at risk. Sun Communities team members are therefore expected to recognize this and to act accordingly. Participation in this Event includes an obligation to act responsibly at all times. **In all situations pertaining to this Event, a team member's conduct when consuming alcohol is his/her responsibility.**

EVENT CONTACTS

Team Members who experience any travel-related issues while en route to Michigan or when traveling home should contact (866) 893-4643 for assistance. This number is monitored by the Events & Travel team and will be best-equipped to assist with any issues.

Team Member Name: _____

TMID: _____

Team Member Signature: _____

Date: _____