



POLICY – – Car Rental - Optional Additional Equipment

EFFECTIVE DATE – 4/1/2012

PERTAINS TO - All Full Time Employees

Effective 4-1-2012, when renting a vehicle for business travel all optional additional equipment, such as Global Positioning System (GPS), will not be a reimbursable expense. The company considers the use of additional equipment to be a personal option.

If additional equipment expenses are charged to Trends, these amounts will be deducted with the next payroll from the associates check.