

<i>EAST PENN MANUFACTURING CO., INC.</i>			
EAST PENN POLICIES AND PROCEDURES MANUAL			
Revision No.:	Effective Date: 10/1/2021	Page 1 of 1	Change #
Approved By: Robert D. Harrop		Document No.: EPPM\PERSON\NAVITAS	

Travel and Expenses

Employees who travel or incur expenses on Company business are entitled to reimbursement in accordance with the Company's Travel and Expense Reimbursement policies. Contact the Personnel Department for details regarding travel plans.

Record of Revisions

Revision #	Revision Date	Description

Uncontrolled Document