



President's Club 2017

Conduct and Compensation Guidelines

Professional Conduct

Membership in ArcBest President's Club is a professional privilege for employees who exhibit the high standards as outlined in the President's Club Rules. Members and Guests are expected to conduct themselves in a professional manner and maintain an appropriate appearance at all times. ArcBest, in its sole discretion, reserves the right to refuse, deny, revoke, remove or cancel membership of anyone who displays inappropriate behavior or is considered a nuisance, disruption or a danger to themselves or others. Anyone denied membership or ejected from an event will not receive President's Club recognition and will not be compensated for membership in any way.

Member and Guest Expenses Compensated by ArcBest

- Airfare to and from location of President's Club 2017.
- Mileage to and from member's residence at the current Runzheimer mileage rate.
- Airport parking fee Wednesday, August 2, 2017 through Sunday, August 6, 2017.
- Transportation fare to and from members' residence and the airport, if the amount is less than mileage and parking fee.
- One (1) checked baggage fee per person (one for Member and one for Guest) to and from destination.
- Golf Clubs as checked baggage if member and/or guest is scheduled to participate in a golf activity and fee does not exceed the cost of rental clubs.
- Airport meals and refreshments that do not exceed \$35 per person per day.
- Ground transportation scheduled by ArcBest to and from the airport and the resort.
- Ground transportation scheduled by ArcBest for off-site group activities and events.
- Self-parking at the resort for members that drive from their residence to the resort using a personally-owned vehicle.
- Hotel room, including taxes and tips. (Tips are charged to the Master Account and will not be reimbursed.)
- Meals and beverages purchased at the resort during the event August 2-6, 2017, as noted within ArcBest President's Club policies.
- Meals and beverages purchased off-property during activities or free time not exceeding \$35 per person per day, with the exception of Lady Luck Casino Namacolin.
- For flights delayed three hours or longer, an additional \$25 per person will be allowed for meals and refreshments.
- Two scheduled activities per member (one activity per member per day on Friday and Saturday).
- Two scheduled activities per guest (one activity per guest per day on Friday and Saturday).

Member and Guest Expenses NOT Compensated by ArcBest

- Any vacation portion of the trip.
- Cab fare, car rental, limousine or chauffeured service to and from member's residence and the airport if the amount is greater than mileage and parking fee.
- Curbside check-in.
- More than one (1) checked baggage fee per person to and from destination, unless checking golf clubs for a scheduled golf activity and fee does not exceed the cost of rental clubs.
- In-flight Wi-Fi service.



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Member and Guest Expenses NOT Compensated by ArcBest – continued

- Any change fees resulting from revisions to ticketed airline travel made with Frosch Travel after the 24-hour confirmation period.
- Any travel fees associated with missed flights.
- Ground transportation to and from the resort that is not scheduled by ArcBest.
- Personal transportation (including cab fare) to surrounding areas of the resort that are not part of a scheduled group activity or event.
- Food and beverages purchased at the resort before August 2, 2017 or after August 6, 2017.
- Meals purchased during the event when meals are provided as part of the event.
- Food and beverages purchased after midnight.
- Activities that are not scheduled and confirmed by ArcBest.
- Any type of sporting equipment, clothing or retail, including golf balls, not provided by ArcBest.
- Golf shoes rental.
- In-room dining (Room Service).
- In-room bar and snacks (Honor Bar).
- In-room movies.
- Laundry or valet service.
- Personal phone calls made from hotel room.
- Any personal items purchased at shops located on or off resort property (including tobacco products).
- Purchases of any kind at Lady Luck Casino Nemacolin, including food and beverage.

NOTE: Lady Luck Casino Nemacolin is not offered to any member and guest or to be considered as an activity, restaurant/lounge or event location by ArcBest. All purchases of any kind at Lady Luck Casino by any member and guest of ArcBest President's Club 2017, including food and beverage, will be at the expense of each member and guest and will not be covered by ArcBest. If visiting Lady Luck Casino Nemacolin, please also refer to "Casino Frequently Asked Questions" noted in the ArcBest President's Club 2017 app.

Resort Room Reservations

All resort room reservations must be made and confirmed by ArcBest. President's Club is designed for adults; all guests should be 18 years of age or older. As each member with accompanying guest registers for President's Club, the assumption is made that member and guest will share a room. If other accommodations are preferred, contact Becky Neisler or Christie Morris.

Flight Arrangements

Frosch Travel will make all flight arrangements. ArcBest will cover standard airfare charges for each member and guest. Any cost difference from the standard charge will be the member's responsibility and must be reimbursed to ArcBest. ***Confirmation of the accuracy of each member and guest travel itinerary must be made with Frosch Travel within 24 hours of receipt of your itineraries even if there are no changes.*** Any changes made after the 24-hour period that result in additional cost will be the responsibility of the member.

Travel itinerary items to review for accuracy

- Full name of member and guest as noted on personal identification (driver's license)
- Flight dates and times
- Departure and arrival airports
- Address (terminal address will be listed on itinerary)



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Standard Travel

After completing your Travel Registration, travel itineraries will be emailed directly to you from Frosch Travel. ***You are required to email Frosch Travel to confirm your approval or changes within 24 hours of receiving your itineraries.***

If your itinerary is not accurate and Frosch Travel is not contacted within 24 hours, resulting in an additional charge to correct the itinerary, it will be the responsibility of the member to pay the additional cost. If the itinerary is not confirmed within 24 hours and has to be rebooked at a higher rate, it will be the responsibility of the member to pay the difference.

Adding Vacation

Vacation may be added at member's expense. Ground transportation and lodging will be the member's responsibility.

After completing your Travel Registration, travel itineraries will be emailed directly to you from the Frosch Travel. ***You are required to email Frosch Travel to confirm your approval or changes within 24 hours of receiving your itineraries.***

If the addition of vacation travel results in an increase in the airline cost, contact Becky Neisler or Christie Morris within 24 hours of receiving your itinerary to make reimbursement arrangements.

Changing Flight Reservations

All flight reservations are non-changeable/non-refundable once you have confirmed and approved your travel itineraries. ***Any changes to original reservations will be at member's expense.*** This includes any changes in name, flight schedule, etc. Reimbursable charges include airfare difference, a change fee or any other charges assessed by the airline.

Ground Transportation Arrangements

ArcBest will provide and schedule all ground transportation to and from the resort August 2-6, 2017.

If adding vacation days before or after the President's Club meeting dates, member will be responsible for the arrangements and expenses incurred for ground transportation. This policy also applies if you are renting a car.

If you and your guest are driving to the resort from your home, the company will cover the Runzheimer mileage rate, if it does not exceed the amount of an airline ticket, per person or per couple, that is attending the meeting. ArcBest will also cover self-parking at the resort in this circumstance only.

Expense Reporting

An online expense report must be submitted for all related President's Club expenses paid directly by the member. The ArcBest expense report policy applies.

- A receipt is required for any expense exceeding \$25.
- A copy of the Frosch Travel itinerary (that includes airfare) for each member and guest must be submitted with your expense report.
- Online expense reports are "full" format and use the assigned costcode "PCLB". Member and guest Frosch Travel itineraries and all receipts should be scanned and attached to the online expense report.



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- All expense reports submitted without all required receipts, travel itineraries and coded to "PCLB" will be rejected for correction.

Submitting an Expense Report

The following instructions for assigning cost accounting apply to ABF Freight and ABF Logistics members only. Panther and FleetNet members should contact your supervisor and/or Payroll Director for assistance in assigning cost accounting to PCLB. All requirements (receipts, baggage fees, itinerary, etc.) apply to all attending members and guests.

Assigning Cost Account to Expense Report

Expense reports containing a mixture of President's Club and Sales expenditures, select "MIX" in the "Assign Cost" drop down menu in the top right-hand corner of your home screen. Assign appropriate cost to each item by entering the item detail and selecting "Sales" or "PCLB" from the "Assign Cost" dropdown menu.

If all expenses are related to President's Club, select "PCLB" in the "Assign Cost" dropdown menu in the top right-hand corner of your home screen. All expenses will automatically be noted as assigned to PCLB.

Including Frosch Travel Itinerary and Baggage Information on Expense Report

Select the blue "Air Travel" category header. The total amount of the airline tickets for both member and guest should be added to the "amount" area. Select "Booked by ABF". Add baggage fees to the corresponding dates of the expense to this area.

A copy of each member and guest Frosch Travel airline itinerary that includes airfare **MUST** be submitted with your receipts.

Meals

Meals should be expensed on the date of purchase and under the appropriate meal category (breakfast, lunch, dinner). Beverage purchases should be listed in the meal category closest to the purchase time.

Phone Calls

Members should use personal cell phones to communicate with immediate family while traveling on business where usage does not result in additional charges.

President's Club 2017 Contacts

Becky Neisler | (479) 785-6231 | bneisler@arcb.com

Christie Morris | (479) 494-8112 | cmorris@arcb.com