



JOHNSON SERVICE GROUP

CERTIFICATION OF PER DIEM ELIGIBILITY

I, _____, certify that the following is my permanent residence address:

Street and Number _____

City, State, & Zip _____

I understand that my eligibility for Per Diem is contingent upon maintenance of a permanent residence farther than 50 miles from the facility at which I am assigned to work, and further that I maintain a temporary residence nearer my place of work. I am cognizant that by moving my permanent residence to any point closer than 50 miles of the facility at which I am assigned, or abandoning my temporary living quarters, my Per Diem will be subject to immediate review and discontinued if eligibility cannot be re-established.

My temporary address is:

Street and Number _____

City, State, & Zip _____

I am registered to vote in the city of: _____ State: _____

I further agree to notify _____, at once in writing of any change in the status of either my permanent or temporary residence; giving the new address when applicable.

I herewith certify that the foregoing is accurate.

X _____

II. Eligibility

- A. To be eligible for Per Diem an employee must maintain a permanent residence beyond 50 airline miles of the facility at which he works. A distance of 40 miles could qualify for Per Diem in certain geographical areas and/or when specified in client purchase order. A completed Per Diem Certification form must be submitted every 6 months. This re-certification will attest to the continuance of Per Diem eligibility and certify that the contractor's weekly expenses average the amount specified.
- B. Post office box, motel, hotel, trailer park, or other nondescript address will not qualify as a permanent residence.
- C. An employee will not be eligible for Per Diem if they do not maintain a temporary residence regardless of any provision of client purchase order.

III. Policing

- A. Company shall verify that the location specified by the individual as their permanent residence is greater than 50 airline miles from work location through the use of road maps, mileage charts, or any other similar method.
- B. Company shall accept the completed certification form as proof of the existence of the permanent residence and temporary residence, and shall, in the absence of knowledge to the contrary, require no further substantiation. However, Company shall not accept items listed in II B above as qualifying for permanent residence. Likewise post office box addresses shall not satisfy temporary residence requirements.
- C. Employee whose certification form does not establish the basis for eligibility for Per Diem payments will be sent the enclosed Eligibility for Per Diem Payments memo. Failure to comply with the requirements set forth in the memo will result in discontinuance of Per Diem.