

# Attachment #1

## Travel and Visual Aids Costs

Travel is billed at \$1 dollar per odometer mile. While on the road, this includes all mileage, my windshield time, all hotels and meals while traveling, and all tolls. I travel 800 to 1,000 miles per day (summer hours) and 600 to 800 miles per day (winter hours).

Travel driving policy is due to the fact that I travel with exemplars (both ammunition and firearms), microscopes, borescopes, photography suite, computer and printer, and all the equipment which it may take to do my job properly. It is simply impossible to take this on airline flights.

At destination, hotels are billed at actual. Meals are a \$50 per diem per day (pro-rate). If I consume more, that is to my account.

I expect a minimum of 5 billable hours per day at destination (pro-rate). The maximum billed at destination is 10 hours per day (even if there are more than 10 billable hours worked in a 24 hour period). Waiting in a courthouse is billable, waiting in a hotel room is not (save for the 5 hour minimum).

Photography is billed for actual cost of film and developing. Advance visual aid work, and photography, is billed at normal rate. Final preparation of visual aids (charts, 20 inch by 30 inch photo boards, etc.) are done by Concept Designs and are billed at actual Concept Design cost. Projection of transparencies (both 35 mm and 6x7 cm) are included in my hours.

Travel does not commence until retainer remaining, or court order, for estimated travel costs, is in place.