



TRAVEL REIMBURSEMENT

If Employee receives prior approval for moving outside of the Phoenix metropolitan area, Employee's Manager must share travel expectations and reimbursement guidelines appropriate to job function. Discount Tire may reimburse the Employee for any travel expenses related to mandatory on-site office meetings or Company functions. Travel arrangements must be coordinated through Discount Tire's travel department. See Travel and Entertainment Policy on KC for further details.

The Remote Work Guidelines and Agreement do not provide for every contingency that may arise. Direct Managers and Employees are entering into an agreement to work together to resolve any unforeseen situations that may arise. In the event the direct Manager or Company determines that the flexible work or 100% remote work arrangement is no longer meeting the needs of the Company, the Company reserves the right to require the Employee to return to an office location.

If you have any questions, please reach out to Human Resources at HR_General@discounttire.com