



## ORGANIZATIONAL ANNOUNCEMENT

---

**TO:** All ASRC Energy Services (AES) Employees Traveling to the North Slope  
**FROM:** HSET, Procurement & Human Resources  
**SUBJECT:** Quarantine Log Requirements & Expense Reimbursement  
**DATE:** April 4, 2020

---

### Daily Self-Quarantine Log Requirements

We have had some questions about the quarantine log and how to properly complete and submit to AES. We have also identified improvements to the log to ensure we process reimbursement and per diem appropriately. Below are guidelines to improve quarantine log completion and attached is an updated version of the log to make reimbursement processing quicker.

#### You Must:

- Enter each date of quarantine
- Put your location of quarantine each day (to verify per diem eligibility)
- Circle, daily, for Social Distancing, COVID-19 Symptoms, and Meal Plan/Food Voucher
- Physically sign in the signature block

#### Best Practice(s):

- Temperature Checks – We recognize that not everyone has a thermometer given that they are not readily available. If you have a thermometer, please record your temperature twice a day to aid in monitoring for COVID-19 symptoms. If you do not have a thermometer, please complete the quarantine log to the best of your ability, being diligent to self-monitor for signs and symptoms of COVID-19.
- Bring a copy of your completed quarantine log to the airport for your flight North

### Expense Reimbursement

#### Hotel

Reimbursement for up to \$50/day in hotel expenses (incidentals are not reimbursable) must be done by submitting an Employee Expense Report. Submit your reports to [aesaccountspayable@asrcenergy.com](mailto:aesaccountspayable@asrcenergy.com) no later than Wednesday morning for payment on Friday. Attached is a copy of an Expense Report as well as Direct Deposit Authorization, if needed.

#### Per Diem

Once we have validated your quarantine log and eligibility for \$30 per diem, we will notify payroll to include your per diem in your next available paycheck.