

PROJECT SUNSHINE

Employee Name _____

Trip Location _____

Trip Dates Check in: _____ Check out: _____

Total Amount Paid _____

*Amount Covered By Company _____

Amount to be Reimbursed by Employee _____ (If amount owed – Complete Part 2)

\$300 Spending Money will be paid as a grossed up bonus on payroll closest to trip

Part 2 - Payroll Deduction to Reimburse Company if Needed

Take Full Amount from Next Pay

Take Partial Amount over the next ____ Pay Periods (Max of 4 Pay Periods)

I, _____, hereby authorize Guarantee Trust Life Insurance Company to withhold from my wages the total amount of \$_____ which shall be withheld at a rate of \$_____ per pay period for _____ [specify number] of pay periods for the purpose of expanding and/or adding children on to my Project Sunshine trip which was fully paid for by GTL. I further agree, that in the event my employment shall terminate either voluntarily or involuntarily, prior to the full repayment of the total set forth above, the company may withhold the remaining amount owed from my final pay. I represent that this authorization is executed voluntarily and has not been made as a condition of my continued employment.

Employee Signature:

Date:

Part 3 - Employee Termination Disclaimer

In any event my employment shall terminate either voluntarily or involuntarily, I understand that any non-cancelable cost that the company incurred will be deducted from my final paycheck.

Employee Signature:

Date:

* Project Sunshine is being provided to you as a benefit on behalf of Guarantee Trust Life. This trip is considered a taxable fringe benefit by the IRS and the cost the company paid will be grossed up and added to your W2 as income.