

## **TOPS Auditor Fees and Expenses**

2020

### Fee Structure

\$1,100.00/day – Auditing

\$450.00/day – Travel

\$450.00 - Report Writing \*See Note\*

### Expenses

Air, Lodging and Rental Car as approved by Operator

Meals: actual cost not to exceed \$70 per day

The operator and auditor shall agree to the number of days for the audit of operator's tour base(s) and travel time requirements prior to the audit. The auditor shall provide the operator and TOPS with a cost for the audit and an estimate of travel expenses prior to the audit for review and approval.

Travel expenses shall be paid by the company to the auditor upon completion of the audit and submission of the expense report and travel receipts. The first half of audit fee shall be paid to the auditor prior to the audit. The second half of the audit fees shall be paid to the auditor by the operator upon satisfactory completion of the Audit and submission of the Audit Form and Report.

\*Note\* Report writing fees are \$150.00 per base location and not to exceed \$450.00 per operator.