

Gravity Oilfield Services

Vehicle Allowance Program (VAP) with IRS Compliant Administration by Motus



August 2019

Gravity VAP with Motus

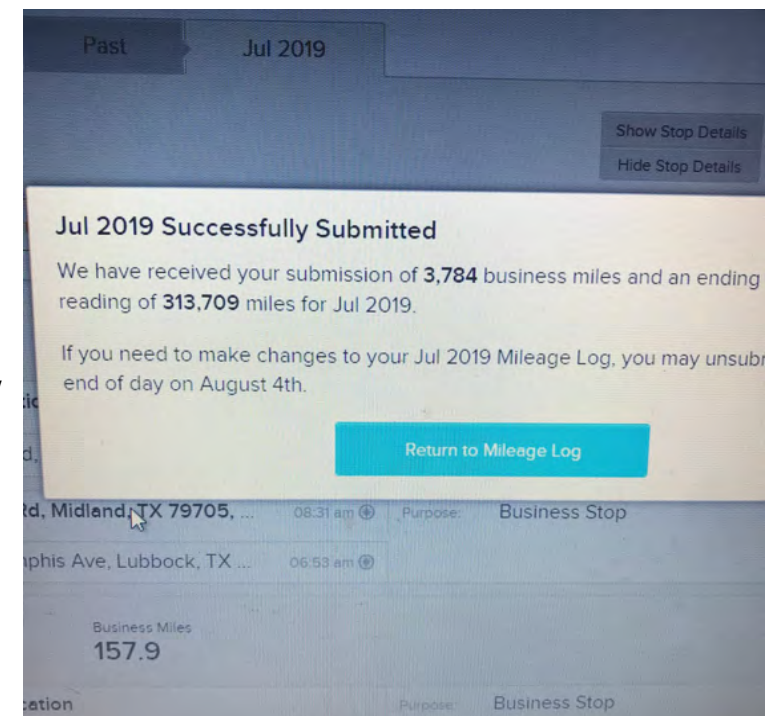
- The Gravity Vehicle Allowance Program (VAP) is **IRS Compliant** through the Administration provided by MOTUS *when participants are compliant with program requirements*:
 - 4-Year Compliant Vehicle with required insurance coverages
 - Participant submits monthly mileage and “certifies” by submitting mileage that the ***miles reported are accurate and for business purposes***
- **VAP Participants should NOT submit mileage for reimbursement for:**
 - Trips that are for personal (non-business) purposes like personal errands, vacation, personal business, any trips not relating to Gravity job duties
 - Mileage while “riding” with another person (joint observations while riding in someone else’s vehicle, trips in someone else’s vehicle for any purpose, rental car use covered by Gravity for business purposes, mileage while riding in or driving a Gravity vehicle)
 - Any mileage in a vehicle that is not a personal vehicle covered by VAP parameters
 - Any mileage in a personal vehicle that is not related to job duties as Gravity employee

Contact [Boyd Goodloe](#), Gravity Asset Manager with any questions about Motus and Program Compliance

Gravity VAP with Motus

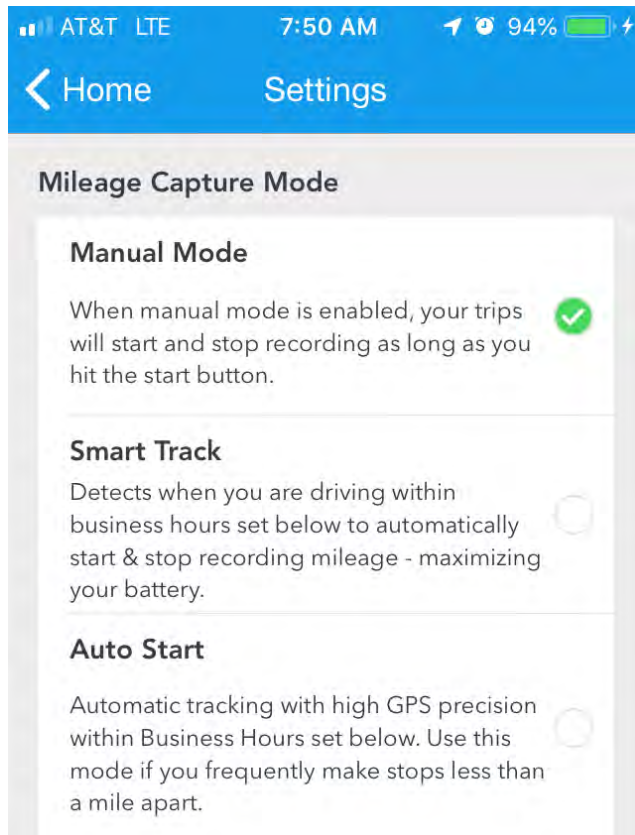
- The Gravity Vehicle Allowance Program (VAP) is **IRS Compliant** through the Administration provided by MOTUS *when participants are compliant with program requirements*:
 - 4-Year Compliant Vehicle with required insurance coverages
 - Participant submits monthly mileage and “certifies” by submitting mileage that the ***miles reported are accurate and for business purposes***
- **VAP Participants are certifying their own COMPLIANCE when they submit mileage for reimbursement (the mileage reported is for BUSINESS PURPOSES ONLY)**
- **Motus sends EXCEPTIONS REPORTS** to the Gravity Motus Administrator which requires a review of Participant’s Submissions

Contact Boyd Goodloe, Gravity Asset Manager with any questions about Motus and the Gravity Program Compliance



Gravity VAP with Motus – Motus App

- Motus App captures mileage in **your choice of three ways**:
 - App will capture automatically when enabled (SMART TRACK)
 - App will capture when you manually tap “start” and stops capturing when you tap “stop” (MANUAL MODE)
 - App will capture when you “add” a trip (+ for add a trip)



Gravity VAP with Motus – Manual Reporting

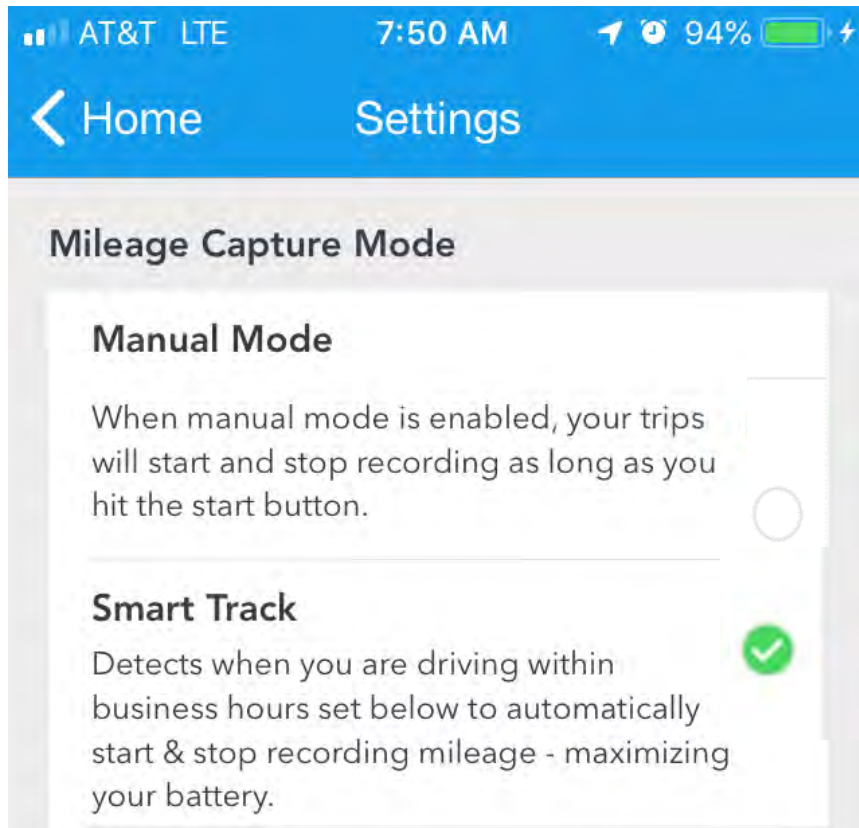
- If you choose to make MANUAL entries for reimbursement, you must **ensure that the mileage submitted for reimbursement is accurate and only includes miles driven by you in your VAP Approved Vehicle for Gravity Business Purposes** and does not include personal mileage or any mileage for non-business-related trips or purposes.
- You should NOT use “additional miles” driven on a trip unless the starting point address and ending point address did not include the correct mileage for the trip or trips. If you have additional mileage, you should make an additional entry for each trip.

For example: If you were to drive from the Midland Corporate Office to the Odessa Power Generation Branch and then to the Pecos Power Generation Branch and then to the Monahans Fluid Service Branch and then back to the Midland Corporate Office there should be FOUR TRIPS entered manually for the day and not one trip entered as Midland Corporate to Pecos with “additional mileage”—each trip should be entered when submitting mileage for reimbursement to be compliant.

(The Motus App would capture these trips easily and save you time from manually having to enter.)

Gravity VAP with Motus – Motus App

- Motus App captures mileage in **your choice of three ways**:
 - App will capture automatically when enabled (**SMART TRACK**)
 - App will capture when you manually tap “start” and stop capturing when you tap “stop” (**MANUAL MODE**)
 - App will capture when you “add” a trip (+ for add a trip)



SMART TRACK will automatically record your trips when turned on (note: if you reboot your smart phone, the Motus App may need to be restarted).

The next slide will show how the app records trips and additional slides will show how to “delete” or “add” trips as needed.

Gravity VAP with Motus – Motus App

- **SMART TRACK on the Motus App**
 - App will capture automatically when enabled (**SMART TRACK**)

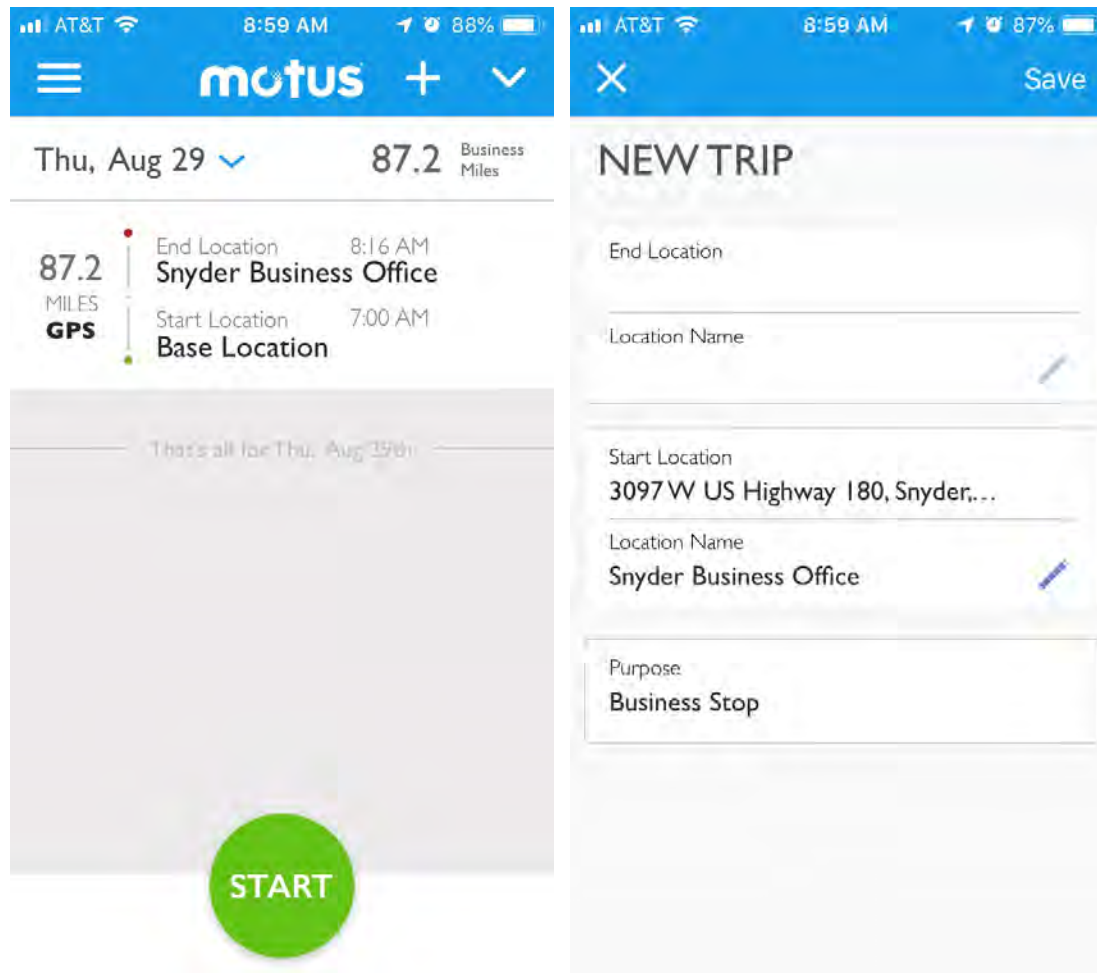


SMART TRACK will automatically record your trips when turned on (note: if you reboot your smart phone, the Motus App may need to be restarted).

This slide shows the daily recorded mileage by the Motus App along with the individual trips recorded by the Motus App for 8/29.

Gravity VAP with Motus – Motus App

- **SMART TRACK on the Motus App**
 - App will capture automatically when enabled (SMART TRACK)

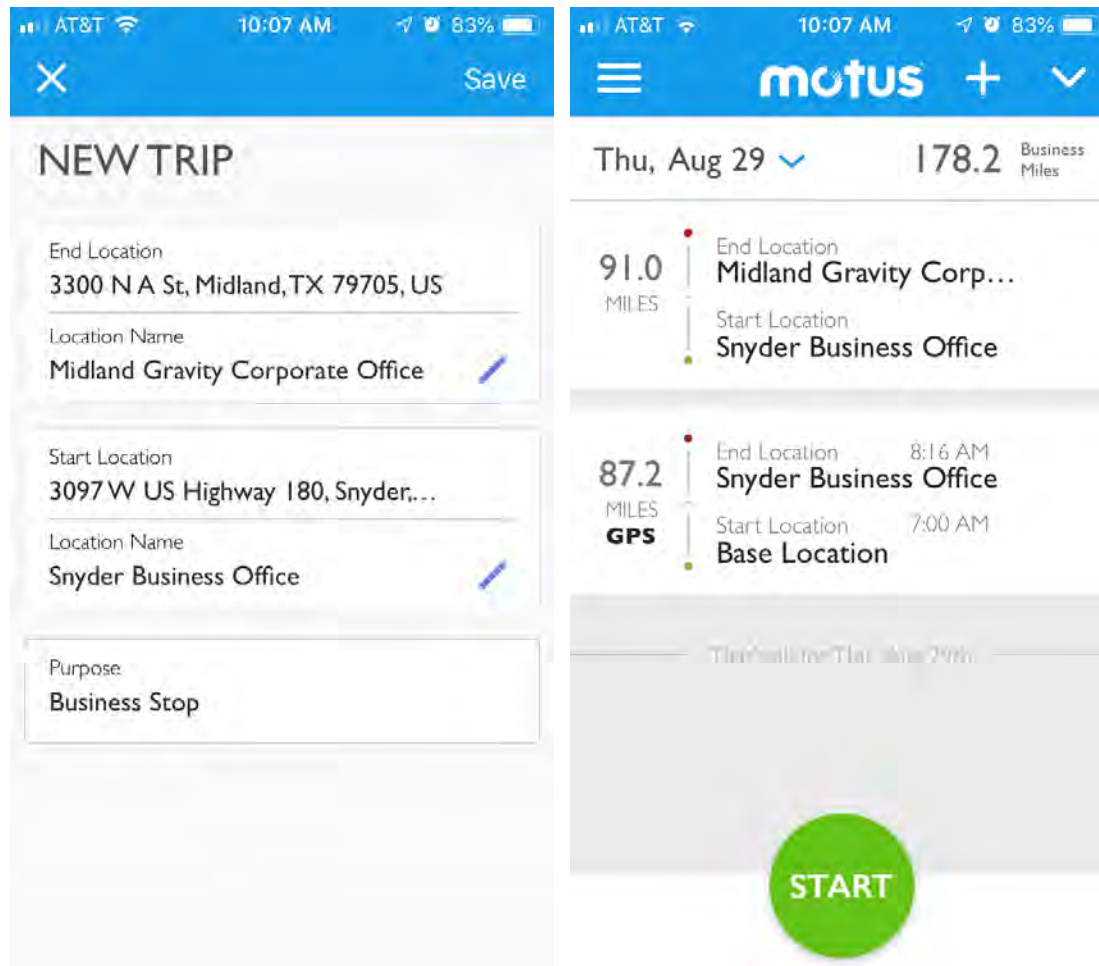


SMART TRACK will automatically record your trips when turned on (note: if you find that the Motus App missed a trip, then you can “ADD” a New Trip easily). For example—the trip on 8/29 from the Snyder Business Office to the Midland Corporate Office was not captured, so—you can simply add it manually (see next slide).

This slide shows the trip to the Snyder Business Office recorded by the Motus App along with the “add a trip” screen on the Motus App for 8/29.

Gravity VAP with Motus – Motus App

- **SMART TRACK on the Motus App**
 - App will capture automatically when enabled (SMART TRACK)

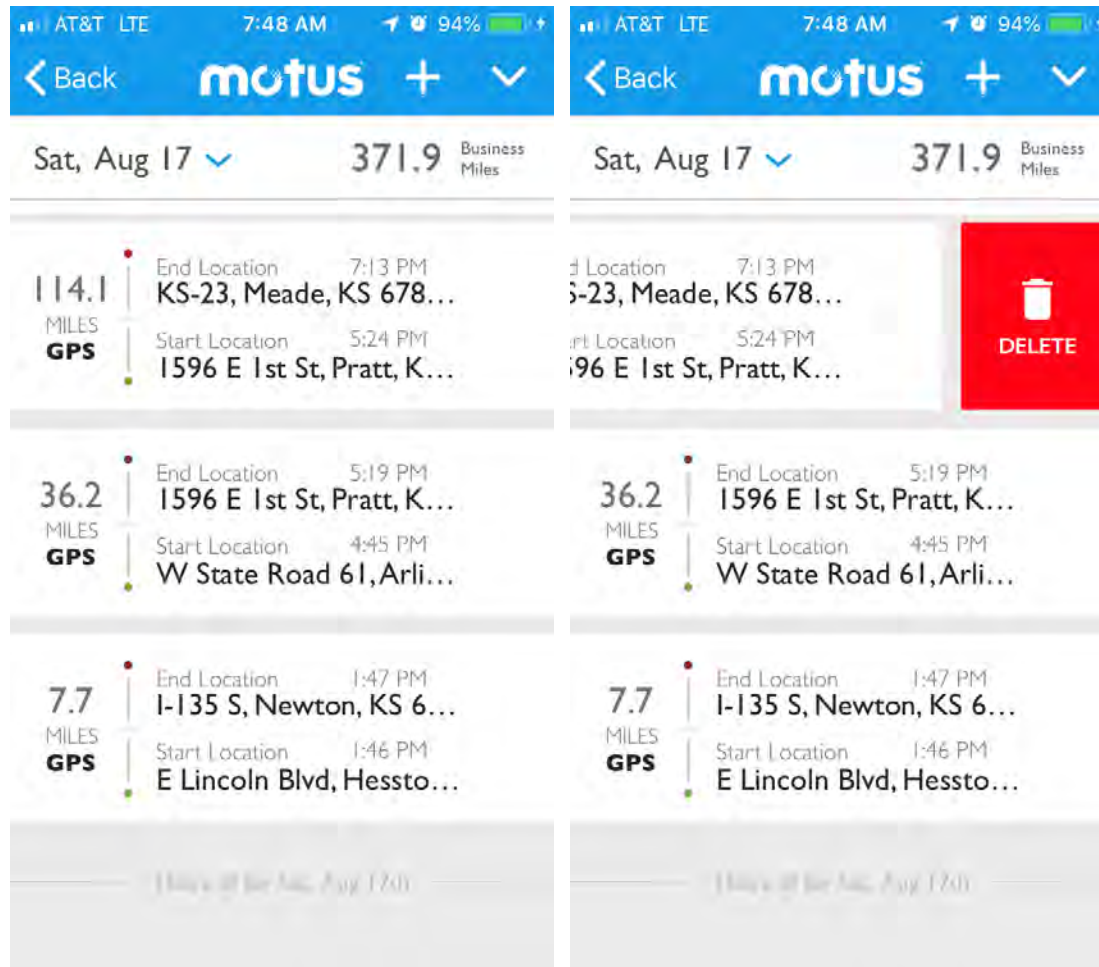


Adding a trip on the Motus App:
In our example, a trip was not captured from the Snyder Business Office to the Midland Corporate Office, so it was simply added manually.

This slide shows the trip to the Snyder Business Office recorded by the Motus App along with the “NEW TRIP” that is being added manually on the Motus App and the updated trips screen for 8/29.

Gravity VAP with Motus – Motus App

- **SMART TRACK on the Motus App**
 - App will capture automatically when enabled (SMART TRACK)



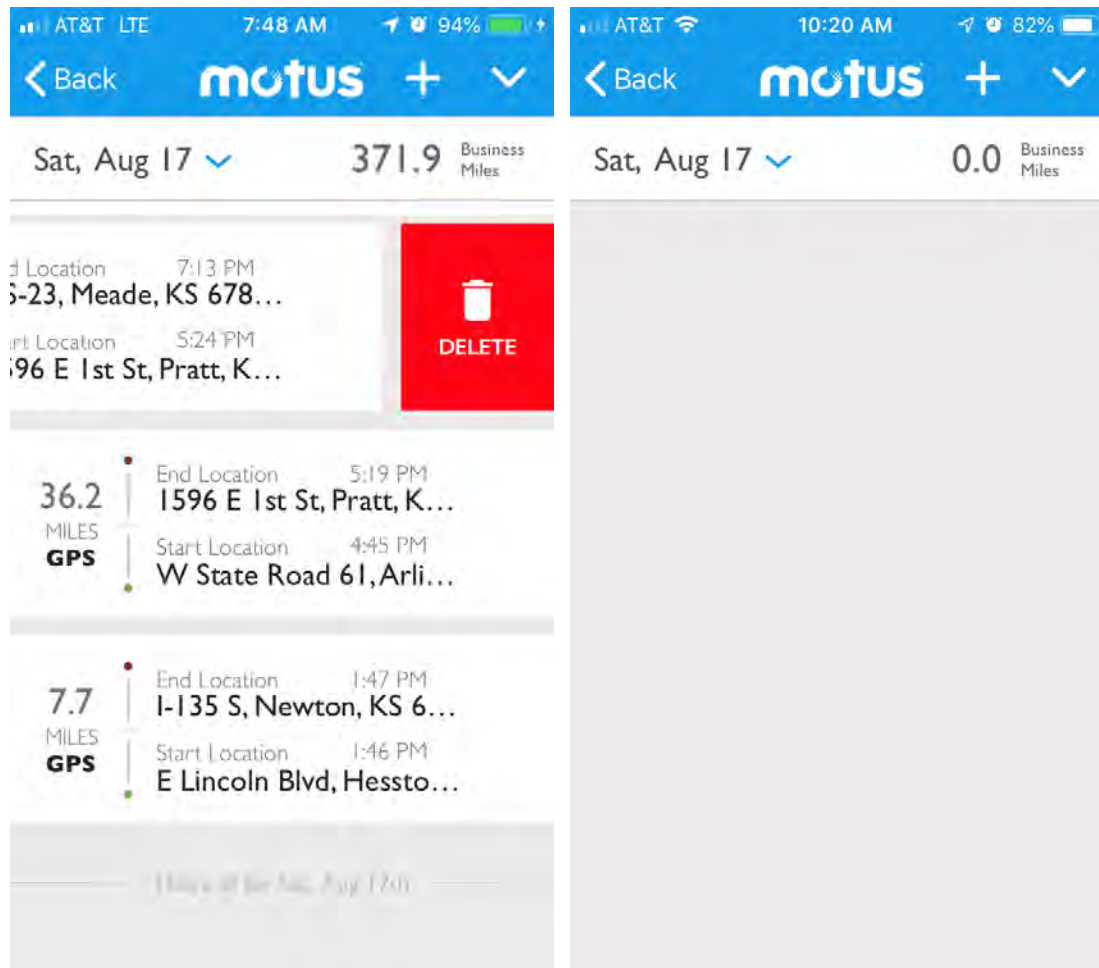
Deleting a trip on the Motus App:

In this example, a trip was captured while on a weekend trip that was NOT for Business Purposes, so it was simply deleted manually.

This slide shows the trips recorded by the Motus App on Saturday, August 17 that were not for business purposes and the screen with the trips being deleted by simply swiping and tapping “delete” to remove the trips.

Gravity VAP with Motus – Motus App

- **SMART TRACK on the Motus App**
 - App will capture automatically when enabled (SMART TRACK)



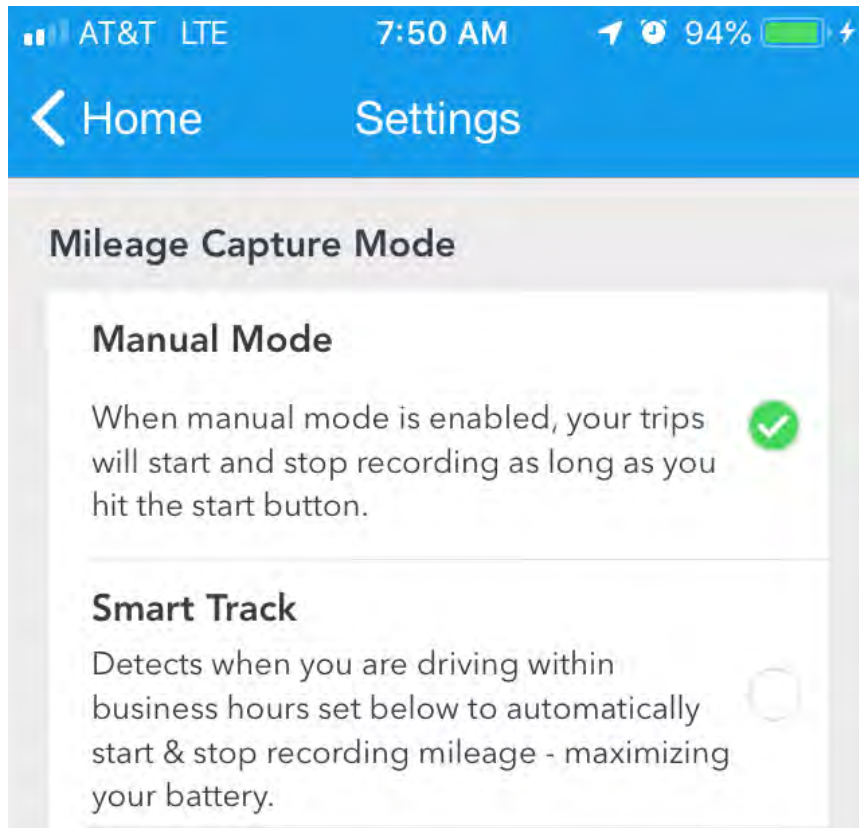
Deleting a trip on the Motus App:
In this example, a trip was captured while on a weekend trip that was NOT for Business Purposes, so it was simply deleted.

This slide shows trips recorded by the Motus App on Saturday, August 17 that were not for business purposes with the trips being deleted by simply swiping and tapping “delete” to removed the trips.

Once deleted, the non-business related trips are gone and the mileage for Saturday, August 17 is 0.

Gravity VAP with Motus – Motus App

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 - App will capture when you “add” a trip (+ for add a trip)

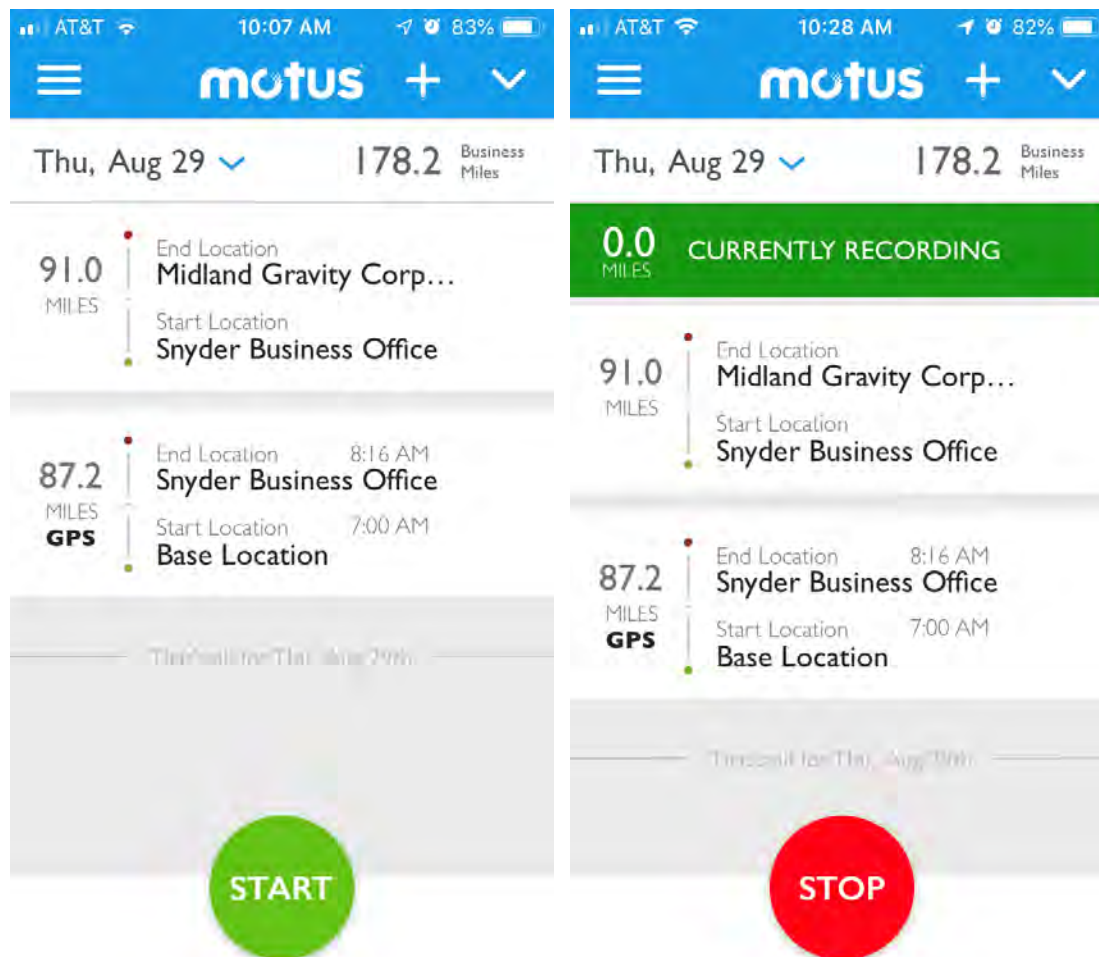


MANUAL MODE will automatically record your trips when turned on by tapping “START” in the Motus App.

The next slide will show how the app records trips when you “start” in Manual Mode.

Gravity VAP with Motus – Motus App

- **SMART TRACK on the Motus App**
 - App will capture automatically when enabled (MANUAL MODE)

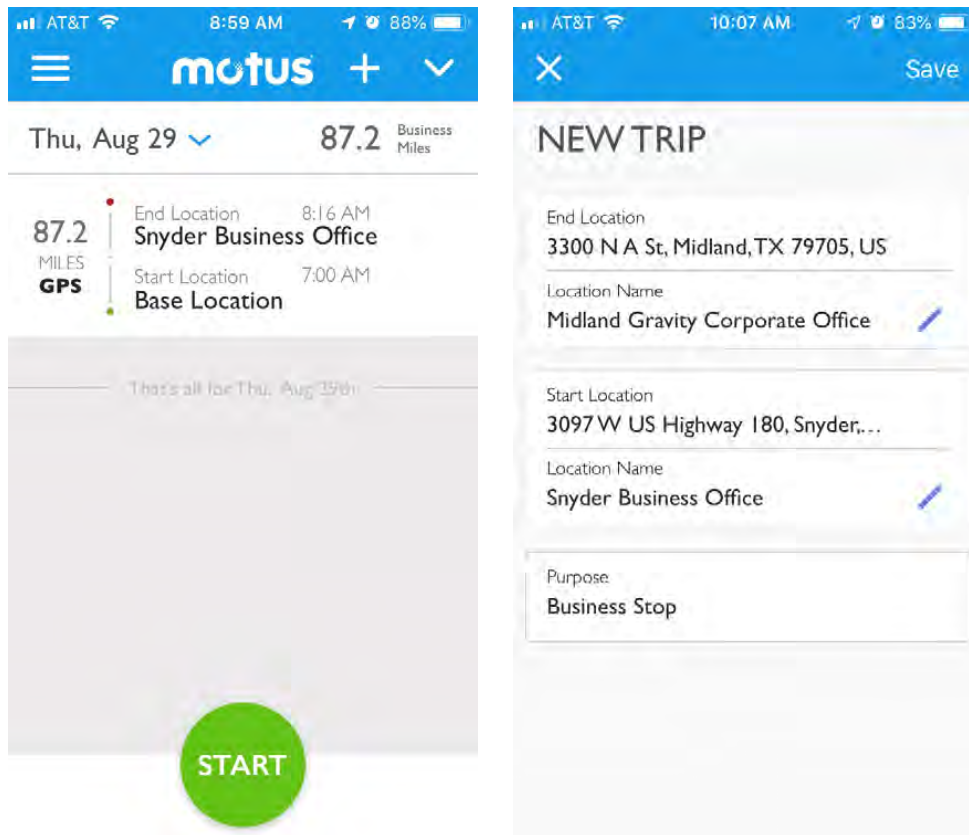


MANUAL MODE on the Motus App: As you begin a trip, you will need to tap “START” on the Motus App for the Trip to be captured. If you don’t tap “STOP”, the Motus App will continue to record trips for the entire day. (It is simple to delete trips at the end of the day that aren’t for business purposes if the Motus App captures a trip that you don’t need to submit.)

This slide shows the trip to the Snyder Business Office and then to the Midland Corporate Office recorded by the Motus App as it continues “recording” until tapping “STOP”.

Gravity VAP with Motus – Motus App

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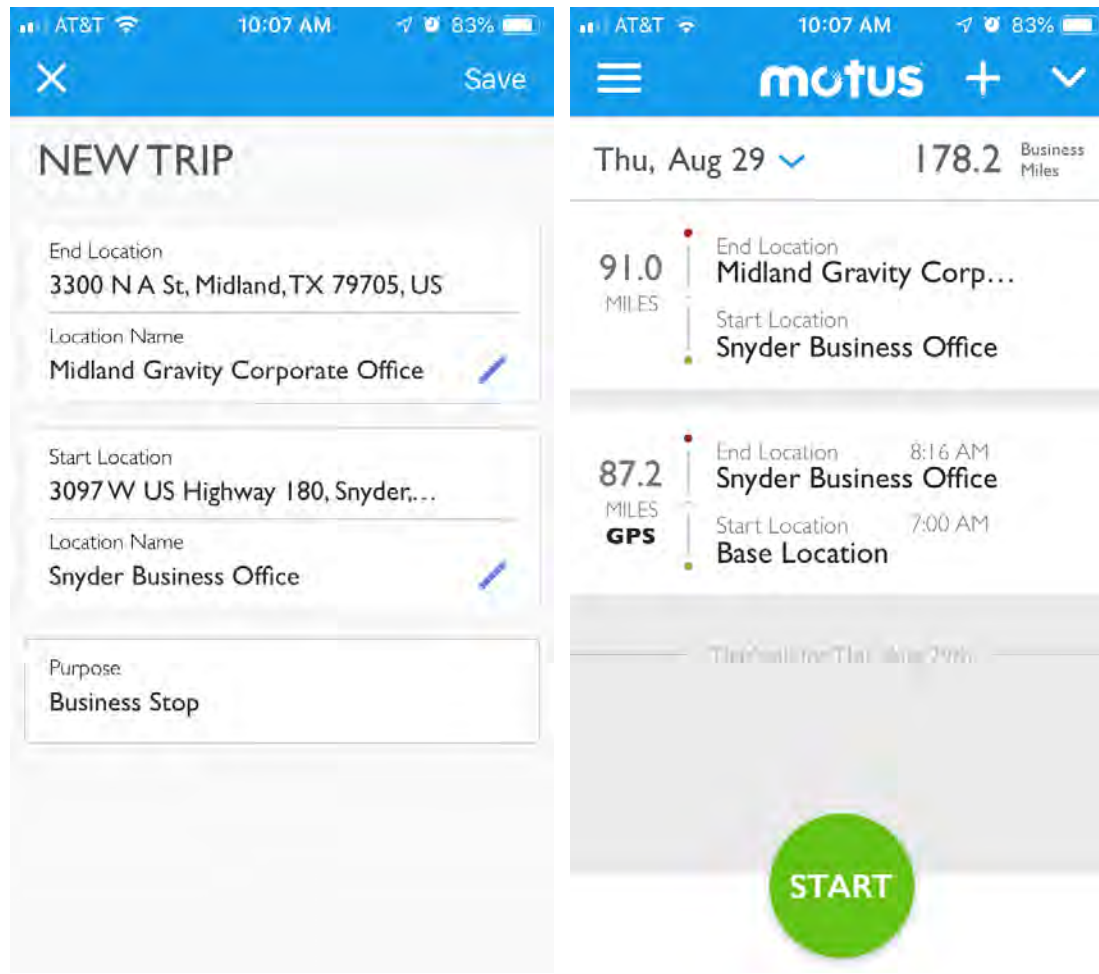


ADD A TRIP: Covered on previous slides, it is simple to use the Motus App to add a trip, whether a trip was not captured when in automatic mode or you forgot to tap “START” when you began a business related trip. (You can “ADD” a New Trip easily).

For example—the trip on 8/29 from the Snyder Business Office to the Midland Corporate Office was not captured, so—you can simply add it manually (see next slide).

Gravity VAP with Motus – Motus App

- **SMART TRACK on the Motus App**
 - App will capture automatically when enabled (SMART TRACK)



Adding a trip on the Motus App:
In our example, a trip was not captured from the Snyder Business Office to the Midland Corporate Office, so it was simply added manually.

This slide shows the trip to the Snyder Business Office recorded by the Motus App along with the “NEW TRIP” that is being added manually on the Motus App and the updated trips screen for 8/29.

Gravity VAP with Motus –Mileage Submission

- Each VAP Participant should be diligent in submitting their monthly business mileage to Motus by the due date. ONLY business-related mileage driven while in your Motus Compliant VAP Vehicle should be submitted. If you drive another personal vehicle during the month, only business-related mileage should be submitted, and it will usually create an “exception” alert in Motus.
- **Recapping what mileage should NOT be submitted for reimbursement:**
 - Trips that are for personal (non-business) purposes like personal errands, vacation, personal business, any trips not relating to Gravity job duties
 - Mileage while “riding” with another person (joint observations while riding in someone else’s vehicle, trips in someone else’s vehicle for any purpose, rental car use covered by Gravity for business purposes, mileage while riding in or driving a Gravity vehicle)
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