**When a Trip Transaction is not completed in whole or in part the following adjustment calculations are to be utilized:**

* **Dry Run** at Start Location – Keys not available, vehicle not at location, vehicle will not start, vehicle not roadworthy or properly titled or plated (except where driver was to provide plate) **one vehicle move**
* Reduce by percentage of remaining trip time and components
* **Dry Run** at Second Location – Circumstances same as above, **two vehicle move**
* Reduce by remaining trip time and components except time back to start location
* **Dry Run** at Any Location After First or Second Location
* No Adjustment unless driver leaves trip and trip is resuming. If driver elects to end early reduce by percentage of remaining trip time and components remaining.
* **Wrong Vehicle Delivered**
* If customer approves delivery of wrong vehicle $50 penalty to IC for not following Trip Transaction. If vehicle must be returned IC no pay and subject to cost of returning vehicle

**When a Trip Transaction is extended *by Customer* request for: wait times (additional wait time must exceed 1 hour), adding components, correcting address(es) which is more than 20 miles than original, additional stops added (Drivers must agree to the additions to the original Trip Transactions):**

* Wait times over one hour at any location add additional time waited by driver per request
* Determine added components as relate to original trip transaction and add percentage represented as part of the whole
* Address corrections extending trip add percentage of time to and from original address add percentage represented as part of the whole (add additional personal chase mileage)
* Additional stops added without creating new trip for those stops, determine additional components added, time and mileage and add to original trip transaction pricing agreed to