

ELEMENTS OF EXTRA EXPENSE CLAIM

In-House Labor and Travel Expenses	<input checked="" type="checkbox"/>
Employee assisted clean-up	
Employee assisted debris removal	
Unscheduled employee assisted clean-up	
Unscheduled employee assisted debris removal	
Transfer of employees to other facilities	
Travel expenses for transfer of employees	
Assistance from employees from other locations	
Meal expenses	
Mileage expenses	
Airfare expenses	
Hotel/lodging expenses	
Communication expenses	
Employee layoffs	
Training expenses for employee replacement	
Temporary Labor	
Temporary Repairs/Services	
Board-up Services	
Security Guards	
Debris/Trash Removal (Landfill, Dumpsters, etc.)	
Supplies and Equipment to clean-up or inspect damage	
Police/Fire department charges	
Pest Elimination Services	
Transportation/Freight	
Freight incurred to landfill damaged inventory	
Goods transferred to other locations	
Expedited freight required to repair/replace equipment/goods	

Incremental demurrage, switching or other freight delay charges incurred	
Storage charges incurred	
Mitigation of Potential Lost Sales	
Finished goods utilized to supplement lost production	
Goods normally manufactured, purchased from outside vendors	
Goods shipped from other locations to replace inventory at loss location	
Outside services utilized to assist with normal production, sales processes	
Operating Expenses	
Labor	
Electricity	
Communications	
Inefficiencies	
Miscellaneous	
Mailings sent to customers to advise of loss	
Incremental advertising incurred to regain customers	
Incremental telephone expense	
Photographs	
Records reconstruction expense	
Consultant Fees	
Licenses	
Rental and Leases – Office	
Rental and Leases – Production	
Rental and Leases – Equipment	
Rental and Leases – Vehicles	
Rental and Leases – Etc.	