

# Crucial Connections

## EVENT TRAVEL & EXPENSE POLICY

Expense reports are due within 15 days of travel. Any reports submitted after 2 months will not be reimbursed. Reports should be submitted within the month the expense is incurred.

### HOTEL

All attendees are invited to stay at the event venue regardless of their location of origin. Individuals are responsible for booking and modifying their own reservations. Follow these [instructions](#) to secure your room before the room block closes on **July 4, 2024**.

- **Concur:** DO NOT BOOK YOUR HOTEL ROOM IN CONCUR. Please disregard any messages you receive from Concur regarding a missing hotel reservation.
- **Parking:** \$18 per night, reimbursable, use your room key card. Parking vouchers available.
- **Wi-Fi:** Complimentary high-speed internet access in all guest rooms.
- **Early Arrival or Late Departure:** Guests arriving prior to check-in at 3:00 p.m. will be given access to their rooms as they become available. The Front Desk can arrange to check baggage for those arriving early when rooms are unavailable and for guests attending functions on departure day after check-out at 11:00 a.m.

### FLIGHTS

Follow these [instructions](#) to book your flight and submit your details by **June 25, 2024**. Expense reports for flight reimbursement are due in the same month of booking.

### MEAL REIMBURSEMENT: DAILY MAXIMUM

There will be a daily maximum amount you can request for reimbursement, based on the company-provided meals during the event and the expected costs of traveling. Local employees are not eligible to receive reimbursement on individual meals as all meals will be provided by the company throughout the event. Please stay within the daily maximum limits and review the meal reimbursement rules below.

	AUG 5	AUG 6	AUG 7	AUG 8	AUG 9
<b>Daily Maximum</b>	\$100	\$60	\$20	\$60	\$100
<b>Provided Meals</b> <small>*Pre-event attendees only</small>	Travel	*Breakfast *Lunch Dinner	Breakfast Lunch Dinner	Breakfast Lunch	Travel

- Allowed expenses for travelers include meals, snacks, gum, candy, coffee, bottled water, tips (up to 20%), and taxes. Other food/drink items outside of meals are to be included in the maximum daily limit.
- Any amount requested over the allocated daily limit will not be reimbursed. If you request over the maximum daily limit, your report will be returned for correction.
- Daily limits cannot roll over into other travel days.

## **MILEAGE REIMBURSEMENT**

All employees have been invited to stay at The Little America, regardless of the distance they live from the venue. Due to this new offering, daily mileage reimbursement during the event will not be offered. Please review which mileage is reimbursable before submitting any expense reports.

### **Reimbursable**

- Mileage between your home & nearby airport.
- Mileage between The Little America hotel and your team activity destination is reimbursable for carpool drivers only. We strongly encourage carpooling during the team day on August 8.
- Mileage between your local home & The Little America Hotel ONLY if you are NOT staying throughout the event and are instead staying at your home nearby.

### **Not Reimbursable**

- Mileage between your local home & The Little America Hotel if you are staying at the hotel throughout the event.
- Mileage from the airport to the hotel. If you've rented a vehicle, you will not request mileage reimbursement. Instead, you will request fuel reimbursement.
- Mileage between any offsite lunches or dinners on Wednesday, August 7.
- Mileage between The Little America hotel and your team activity destination if driving just yourself.

## **GROUND TRANSPORTATION**

Employees are encouraged to use Uber, Lyft, or public transportation between the airport and the hotel. Excom leaders will determine ground transportation for your team and drivers will be assigned when going offsite. For exploring the area before or after the event, Utah's public transportation system (UTA) has a stop within a two-minute walk from the hotel (Courthouse Station).

Please reference the [Crucial Learning Travel & Expense Policy](#) for additional information.