



# Traveling for Work - Info & Policies - External

Please read this page before your next work related trip! These guidelines can be used when booking travel for general purposes, client meetings, etc.

## Booking Flights

- You should look for direct flights, when possible, that are reasonable in price.
- Book flights as far in advance as possible (at least 21 days).
- FL will cover the base price of flights and the first checked bag, **any extras or additional baggage will be covered by the individual** (pre-check, first class, etc.).

## Car Travel

When traveling shorter distances, or for certain cases, driving to your destination is acceptable. We do prefer that employees fly when possible to save time.

# Daily Meal Allowance

## ***\$75/day during travel***

- Daily allowance for meals should not exceed \$75 combined for breakfast, lunch and dinner.
  - Meal allowance should be used for the employee only, please.
  - Alcohol is allowed for purchase. Please drink responsibly.
- *If **all meals** are provided by FL (like during an offsite) then the daily allowance of \$75 does not apply.*
- **Receipts are required for all purchases.**

# Ride Share

## **(Travel to/from an airport, client office, or hotel)**

When traveling to or from an airport we expect you to use Uber/Lyft, a traditional yellow cab, or a private car service as long as the cost is comparative with other ride share offerings.

If parking your car at the airport is comparable with other ride share offerings, you can also do that.

# Hotel Booking

When possible, a hotel will be provided for you.

- Please reach out to help@ with travel plans for help coordinating a hotel for your trip if needed. When staying in Chicago/Denver, see the recommended hotel list below.
- If a hotel is not provided for you, we expect you to book a reasonably priced hotel at least 21 days in advance (when possible). Please feel free to reach out if you need guidance.
- If traveling with other team members, please coordinate on hotel locations for ease of travel/carpooling to the client location.

# Hotels Near the Chicago Office

Our preferred hotel is the Canopy Central Loop, a 7 minute walk from the office.

Other hotel options if the Canopy is unavailable:

- Hilton Garden Inn (same building as the Canopy)
- Holiday Inn & Suites Chicago - 2 minute walk
- W Chicago - City Center - 10 minute walk
- JW Marriott - 10 minute walk
- Kimpton Gray Hotel 13 minute walk

*\*Keep in mind that hotels downtown book up quickly, if you know about upcoming travel, we recommend booking the Canopy at least two weeks in advance or there may not be rooms available.*

## Hotels Near the Denver Office

Our preferred hotels are the The Maven and The Rally. The Maven is in the same building as our office, the Rally is a 3 minute walk.

The Maven - 1 minute walk (link includes 15% off discount)

The Rally - 2 minute walk (link includes 15% off discount)

The Oxford - 4 minute walk

## Submitting Receipts

Receipts must be submitted for **all charges** in order to be reimbursed

Receipts should be submitted the Employee Expenses through Zero

## Visiting the Offices - A Guide

Planning a visit to the office? Here's all the details around the process! If you have any questions, please reach out to Rachel, JT, or Help@

## Picking Dates

You're welcome to come to either office any time! If you'd like to coordinate dates for a specific event or meeting, please reach out to JT or Rachel. If coordinating for a group, please make sure to discuss with Rachel and JT.

Once dates are solidified, purchase flights and **let Rachel/JT know what day you plan on coming in to the office.**

## Arriving at the office

### Chicago

Once you have everything solidified, let JT and Rachel know what time you'll be coming in for the first day so someone can meet you in the lobby upon arrival and show you to the office!

You'll put 433 W Van Buren St, Chicago, IL into your GPS to walk to the office. You'll enter at the main lobby and someone from the team will meet you with your badge.

If you're driving, you will put in the address 404 W Harrison St into your GPS and will park in the building garage. Someone will meet you at this lobby entrance (by the turnstiles) to badge you in and bring you to the office.

### Denver

When you arrive at the building, let the security desk on the first floor know that you're going to Venture X, they will badge you up to the 3rd floor. Once there, you can stop at the front desk and let them know that you're visiting the Focused Labs office.