



SHORT'S
TRAVEL MANAGEMENT

Need to travel?

All travel must be booked through Short's Travel. You can find access to it on the portal and whenever possible book your travel online.

Airfare

- Book Coach class, lowest airfare, non-refundable.
- Make reservations at least 14 days in advance.
- Whenever possible select our preferred carriers.



Car Rentals

- Book Hertz
- Book Mid-Size Cars



Hotels

- All hotels must be booked through Short's Travel (only exception is conferences).
- Hotels marked as *Preferred* Hotels marked are properties where either the Subsidiaries or Dycom have locally negotiated rates.
- Those that are marked *Contracted* are properties where we have chain wide discount agreements.
- If not booking a *Preferred* property then *Moderate* properties should be booked (i.e. Hampton Inn, Courtyards, and alike).

Paying for Travel

- Corporate and G&A employees are required to use a personal credit card for payment of all travel related expenses and seek reimbursement through the company's expense tool.
- COER/Craft employees will have hotel expenses paid for via a virtual card.
- Employees are required to file timely expense reports (submit within 30 days of expense).