

Pilots - Fixed

Company Code: 1114
Profit Center: H175
Cost Center: 90462000

Expense Type in Concur	Example
Operating Supplies	Misc Operating Supplies - Checklists, Glassware, Snack Baskets for aircraft, Pilot headsets, luggage tags
Uniforms	Uniforms, Jackets, Dry Cleaning
Laundry	Laundry expenses while at training or on trip for longer than 7 days
Postage	UPS, FedEx, Stamps
Immunizations & Prescriptions	COVID tests, Immunizations & Prescriptions for int'l travel
Other Professional Services	FRAT, APG, Foreflight, IBAC badges, Physicals, Apps for iPhone & iPad
Professional Licensing	Custom Decals
Dues	Chief Pilot Roundtable, Midwest Safety Roundtable, Aviation Director Roundtable
Passports & Visa	Passports & Visa
Travel Meal	OVERNIGHT Individual meals while at training, conference, dropping off/picking up aircraft to/from mx facility
Corporate Jet Commissary	DAY TRIP individual meals while dropping off/picking up aircraft to/ from mx facility

Travel Meal with Other Team Members	OVERNIGHT Meals with other TMs while at training, conference, dropping off/picking up aircraft to/from mx facility
Business Meal with Other Team Member	DAY TRIP Meals with other TMs while at training, conference, dropping off/picking up aircraft to from mx facility, office meeting catering
Business Meal with Non-Team Member	Meals with Non-Team Members (example: Flight Safety, Gulfstream)
Airline Ticket	<i>See Airline Cheat Sheet * Important!</i> <i>The correct cost center needs to be provided at time of booking! Expense does not need to be added to expense report.</i>
Airline Baggage Fee	Baggage fee while at training, conference, dropping off/picking up aircraft to/from mx facility or to visit aircraft at mx facility
Internet/Data Lines	Wifi on airline or at hotel while at training or conference
Hotel Room	Hotel room during training, conference, dropping off/picking up aircraft to/from mx facility or to visit aircraft at mx facility
Hotel Credit	Hotel Credit while at training or conference, dropping off/picking up aircraft to/from mx facility or to visit aircraft at mx facility
Hotel Deposit	Hotel Deposit while at training or conference
Fitness Fees	Fitness Center fee while traveling for business - training or conference
Gas, Rental Cars Only	Gas for rental cars while at training, conference, dropping off/picking up aircraft to/from mx facility or to visit aircraft at mx facility

Car Rental	Car rental while at training, conference, dropping off/picking up aircraft to/from mx facility or to visit aircraft at mx facility
Tolls	Tolls for rental cars while at training or conference
Parking	Parking fee while at training, conference, MSP badge parking
Mileage, Personal Car	Mileage used with personal car
Taxi/Ride Share	Taxi, Uber, Lyft while at training or conference
Shuttle/Bus	Shuttle/Bus while at training or conference
Subway	Subway ride while at training or conference
Train	Train ride while at training or conference
Tips (Non-Meals/Non-Taxi)	Hotel concierge tip while at training or conference, SFS shuttle tip
Conferences & Seminars	Conferences & seminars
Classes & Training	USC courses
Community Relations Core Giving	Contributions/Donations to Girls in Aviation, Women in Aviation
Office Supplies	Office supplies
Mobile Phone Accessories (Target issued Devices Only)	iPhone/iPad accessories

For G600 expenses, use internal order/project code 103941

****Expense not listed? Don't Risk it! Consult your leader for clarity!****

Pilots - Owned

Company Code: 1001
Profit Center: H006
Cost Center: 92213000

Expense Type in Concur	Example
Travel Meal	OVERNIGHT TRIP Individual meals while flying
Travel Meal with Others	OVERNIGHT TRIP Meals with other TMs while flying
Business Meal with Non-Team Member	OVERNIGHT TRIP Meals with *** Contract Flight Attendant while flying (list TM name(s) + Non-TM name (FA) as attendees)
Corporate Jet Commissary	Jet Catering, Commissary for aircraft, DAY TRIP Meals individual & with others while flying
Airline Ticket	<i>See Airline Cheat Sheet</i> <i>* Important! The correct cost center needs to be provided at time of booking! Expense <u>does not</u> need to be added to expense report.</i>
Airline Baggage Fee	Baggage Fee to meet aircraft
Internet/Data Line Fees	Wifi on airline or at hotel
Hotel Room	Hotel Room while flying
Hotel Credit	Hotel Credit while flying
Hotel Deposit	Hotel Deposits while flying

Airline Booking Cheat Sheet

	Trip Purpose in Concur	Owned or Fixed Cost Center
Airline to meet Aircraft (<i>crew swap, mechanic takes airline to fix a mechanical issue on aircraft during an actual jet trip</i>)	Sourcing	OWNED
Airline to drop off/pickup aircraft to/from Maintenance facility or Airline to visit aircraft at Maintenance facility (<i>nothing related to an actual jet trip</i>)	Vendor Meeting	FIXED
Conference/Seminar	Conference/Seminar	FIXED
Roundtables (ADR, CPR, MDR, Safety)	Strategy/Planning Meeting	FIXED
Training	Training	FIXED

IMPORTANT! The correct cost center details need to be selected (Trip Booking Information page) before a flight is booked in Concur or given to CWT agent if booking over the phone! Please reference the above table for Trip Purpose Type and Cost Center.

Concur instructions (from Trip Booking Information Page)

Trip Booking Information

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

Trip Name <small>This will appear in your upcoming trip list.</small> <input type="text" value="Trip from Minneapolis/St Paul to Chicago"/>	Trip Description (optional) <small>Used to identify the trip purpose</small> <input type="text"/>
Comments for the Travel Agent (optional) <small>Special Requests may incur a higher service fee.</small> <input type="text"/>	Send a copy of the confirmation to: <input type="text"/> Send my email confirmation as <input checked="" type="radio"/> HTML <input type="radio"/> Plain-text
Trip Purpose [Required] <input type="text"/>	Trip Type (Please select from the options below) [Required] <input type="text"/>
Company Code (select from below) Only use if different than your profile [Required] <input type="text"/>	Profit Center (if different than in profile) <input type="text"/> <input type="button" value="Value Search"/>
Project/Activity Code <input type="text"/>	Cost Center (8 digit location and Expense number) Only use if different than your profile. <input type="text"/> <input type="button" value="Value Search"/>

Step 1: Select Trip Purpose (see table above)

Trip Purpose [Required]

CONFERENCE/SEMINAR
MARKETING/COMMUNITY RELATIONS EVENT
NEW STORE/CONSTRUCTION
RECRUITING
RELOCATION/NEW HIRE
REMOTE TRAVEL TO HQ
SOURCING TRIP
STORE/DISTRIBUTION CENTER VISIT
STRATEGY/PLANNING MEETING
TEAM MEETING
TRADE SHOW/FAIR
TRAINING
VENDOR MEETING

Step 2: Select General-Domestic or General-International Travel from Trip Type drop down

Trip Type (Please select from the options below) [Required]

General - Domestic
General - International Travel
Relocation-Current Year
Relocation-HQ DC &Stores Prior Year

Step 3: Select Company Code from drop down (1001 for OWNED CC or 1114 for FIXED CC)

OWNED

Company Code (select from below) Only use if different than your profile [Required]

1001

1001
1005
1011
1012

FIXED

Company Code (select from below) Only use if different than your profile
[Required]

1114

1091
1092
1093
1094
1095
1096
1097
1098
1100
1101
1102
1103
1104
1105
1106
1108
1110
1111
1112
1114

Step 4: Select Profit Center (H006 for OWNED CC or H175 for FIXED CC)

OWNED

Profit Center (If different than in profile)

H006

Value Search

FIXED

Profit Center (If different than in profile)

H175

Value Search

Step 5: Select Cost Center (92213000 for OWNED or 90462000 for FIXED)

OWNED

Cost Center (8 digit location and Expense number) Only
use if different than your profile.

92213000

Value Search

FIXED

Cost Center (8 digit location and Expense number) Only
use if different than your profile.

90462000

Value Search

*(***)If profit center or cost center does not show up in the drop down, select "Value Search" and small search window will pop up. Enter the profit center or cost center in the "Search Field" and "Select" it. If you still can't find it, add the company, cost, and profit center details in the "Comments for the Travel Agent".)*

STEP 6: G550 or G600 EXPENSES ONLY - Type in Project/Activity Code:

- **G550** – Project/Activity Code 101400

Project/Activity Code

- **G600** – Project/Activity Code 103941

Project/Activity Code

Fitness Fees	Fitness Center fee while traveling for business/flying
Gas, Rental Cars Only	Gas for rental cars while flying
Car Rental	Car rental while flying
Tolls	Tolls for rental cars while flying
Parking	Parking fee while flying
Taxi/Ride Share	Taxi/Uber Lyft while flying
Shuttle/Bus	Shuttle/Bus while flying
Subway	Subway while flying
Train	Train while flying
Tips (Non-Meals/Non-Taxi)	Tips for handlers, hotel concierge while flying, SFS shuttle tip
Corporate Fuel & Flight	Fuel, Landing Fees, Handling Fees, Nav Canada, International Fees (overflight permits, push backs, etc.)

Make sure to list all int'l expenses as int'l

For G600 expenses, use internal order/project code 103941

*** Contract Flight Attendants Hotel & Meal Expenses Best Practice: FA to pay both expenses with own card and run everything through Inflight Crew Connections***

****Expense not listed? Don't Risk it! Consult your leader for clarity!****

From: [Michael.Fiddelke](#)
To: [James.Duffey](#)
Cc: [Nancy.Ebner](#); [Cathy.Taylor-Sharp](#); [Naomi.Modean](#)
Subject: Hotel Exception
Date: Wednesday, May 21, 2025 8:21:48 AM

Jim—

Please consider this an approval for our pilots when they travel and need to stay at a hotel that exceeds the hotel limit due to the executives they are traveling with. Please let me know if you have any questions or need anything else.

Thanks!