**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, Jackets, Dry Cleaning

Laundry expenses while at training or

on trip for longer than 7 days

Postage UPS, FedEx, Stamps

Immunizations & COVID tests, Immunizations & Prescriptions 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

See Airline Cheat Sheet \* Important! The correct cost center needs to be provided at time of booking! Expense does notneed to be added to expense report.

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 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 while at training or

conference

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 Contributions/Donations to Girls in

Giving Aviation, Women in Aviation

Office Supplies Office supplies

Mobile Phone Accessories iPhone/iPad accessories

(Target issued Devices Only)

\*\*\*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- OVERNIGHT TRIP Meals with

Team Member \*\*\*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 See Airline Cheat Sheet

\* Important! The correct cost center needs to be provided at time of booking! Expense does not need to

be added to expense report.

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

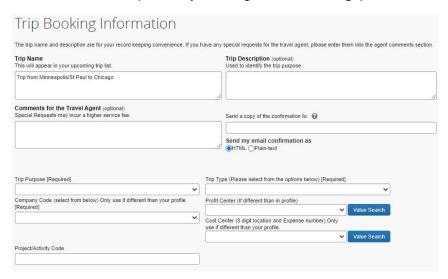
Hotel Deposit Hotel Deposit while flying

# **Airline Booking Cheat Sheet**

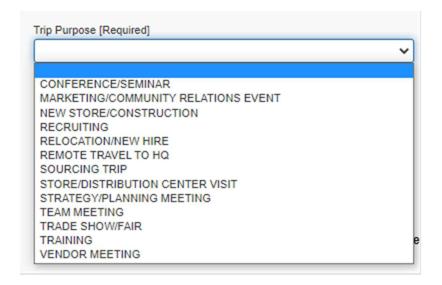
	Trip Purpose in Concur	Owned or Fixed Cost Center
Airline to meet Aircraft (crew swap, mechanic takes airline to fix a mechanical issue on aircraft during an actual jet trip)	Sourcing	OWNED
Airline to drop off/pickup aircraft to/from Maintenance facility or Airline to visit aircraft at Maintenance facility (nothing related to an actual jet trip)	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)**



**Step 1: Select Trip Purpose** (see table above)

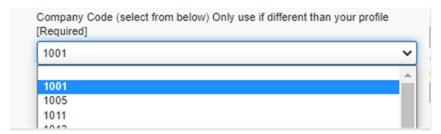


## Step 2: Select General-Domestic or General-International Travel from Trip Type drop down

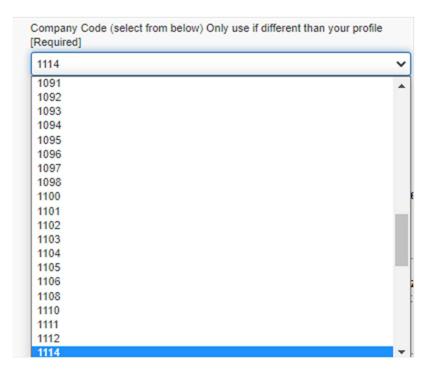


# Step 3: Select Company Code from drop down (1001 for OWNED CC or 1114 for FIXED CC)

## **OWNED**



**FIXED** 



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

#### **OWNED**

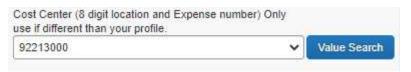


#### **FIXED**

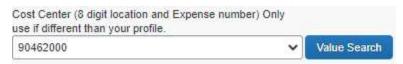


Step 5: Select Cost Center (92213000 for OWNED or 90462000 for FIXED)

#### **OWNED**



## **FIXED**



(\*\*\*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

101400					
--------	--	--	--	--	--

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

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: <u>Michael.Fiddelke</u>
To: <u>James.Duffey</u>

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!