

TRAVEL POLICY CALL OUTS / KEEP FOR REFERENCE



NOT ALLOWED

- NON-SAS TEAM MEMBER GUESTS
- OVERNIGHT GUESTS
- DO NOT CHARGE ANY INCIDENTALS TO ROOM/CLC including but not limited to: Meals, phone calls, store items, movies, transportation, room services, upgrades, etc.
- NO SMOKING OF ANY KIND (including VAPING)



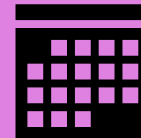
NOT ALLOWED

- **Do NOT Choose a 2-door car** (more often than not, you have passengers, and the ride needs to be comfortable)
- NO USE OF VEHICLE FOR ANY KIND OF DELIVERY/DROP OFF SERVICE (including foods, items or people) – You should not be working for other companies while in an SAS provided rental car
- Driver should not be taking cash from passengers for gas then turning in the receipt as an expense
- Passengers should be helping with gas but getting a receipt to turn in. So put the gas in yourself.
- NO SMOKING OF ANY KIND (including VAPING)
- NO DRINKING OF ALCOHOLIC BEVERAGES



NOT ALLOWED

- NO Hats or head covers of ANY KIND (including but not limited to scarfs, head wraps, durags/dew rags, hats/caps, bandana, beanies, etc.)
- NO Capris, shorts, leggings, sweats, pajamas, jogging pants, jackets, sweaters, coats. You are allowed to wear blue/black jeans, khakis, or long pants without holes that are NOT sagging. You are also allowed to wear a long sleeve shirt UNDER your SAS or solid polo style shirt with name tag
- NO Slippers, sandals, flip flops, clogs, open toe/heel shoes, crocks or high heels. You MUST wear solid non-slip resistant shoes or boots
- Earphones, earbuds, any type of in ear listening device.



- Must give AT LEAST 2 weeks' notice for time off requests. Sunday being the cut off (reference the 2023 Time Off Calendar previously provided). Time off requests must be submitted by email.
- We schedule as needed, when needed, where needed UNLESS we are aware of proper time off requests
- We only send confirmation of availability email IF you are not already scheduled for the week in question. This email is not sent out to everyone each week. We do not ask if you are available when scheduling for Remodel/Special Projects (which is why it is important to submit time off request at least 2 weeks in advance BY email)