

TRAVEL UPDATE

(Effective Feb 5th, 2023)



Valid with EXTENDED TRAVEL ONLY. Starting February 5th, 2023 for those traveling airlines we will approve a 2nd regular weight checked bag for any projects that are 2 WEEKS OR MORE!

Baggage claim tickets are NOT valid receipts and will NOT be approved. This expense will not be approved WITHOUT a VALID receipt that shows DATE, NAME & PRICE.

Overweight or oversized bags will NOT be approved

Some baggage fees are \$30, others are \$35 and in rare cases they are \$40 per bag.

This does NOT apply for trip that are less than 2 weeks, where you will only be able to expense 1 checked bag as previously outlined.

We are hoping this helps with some of your out-of-pocket expenses.



SAFE TRAVELS!