



Should you have APPROVED expenses, they are to be turned in via EMAIL to the project Supervisor with receipt SAME DAY to avoid delays in processing/payment. ALL EXPENSES must be submitted/approved in time to be attached to the CORRECT project – NO EXCEPTIONS! EMAIL your receipts to the SPECIFIED PROJECT SUPERVISOR!

We suggest that you take a photo and email as soon as you get it and email to avoid loss or unreadable receipts or to avoid missing the SAME DAY deadline.

Expenses will be paid out on the next payroll date. We do not give expenses up front.

- Gas – AUTHORIZED when using Company Rental Car **ONLY gas for Work Purposes**
 - Gas is NOT an approved expense when driving/riding in anything other than COMPANY rental
Receipt MUST show #gallons pumped & final \$amount.
- Parking – AUTHORIZED for work related purposes ONLY.. Avoid airport parking if possible, but
 - **OVER \$15/day NOT AUTHORIZED** without prior approval
- Checked bag – AUTHORIZED you are responsible for the checked bag fee (\$30-\$45 typically) if you check a bag. You are allowed reimbursement for ONE regular weight checked bag per flight WITH VALID RECEIPT (not claim ticket). **Receipt must show date, purpose and amount paid** When traveling for an extended period (MORE THAN 2 weeks) you are allowed reimbursement for TWO standard weight checked bags. If you have questions about this, ASK.
 - OVERWEIGHT FEES WILL NOT BE REIMBURSED – KNOW YOUR LUGGAGE PRIOR TO ARRIVING TO THE AIRPORT

Southwest Airlines has changed its baggage policy. Effective May 28, 2025, for reservations booked or changed on or after that date, checked baggage fees will apply. Previously, Southwest offered two free checked bags per ticketed passenger. Now, the fee for the first checked bag is \$35, and the second checked bag is \$45.

Key changes and details:

- **Fees:**

\$35 for the first checked bag and \$45 for the second.

- **Exceptions:**

Rapid Rewards A-List members and those flying Business Select fares continue to receive two free checked bags.

- **Size and weight limits:**

Bags must be under 50 pounds and 62 inches in size (length + width + height).

- **Oversize and overweight bags:**

Fees apply for bags exceeding 80 inches (oversize) or 51-70 pounds (overweight).

- Taxi (including Uber/Lyft)– NOT AUTHORIZED without prior approval in special circumstances.
- Tolls – AUTHORIZED when work related **(MUST SEND IN RECEIPT ASAP)**
- Per Diem is added by your supervisor when related to the shift/hotel stay

NEVER NEVER NEVER should more than 1 rep submit the same receipt.. This will result the receipt being VOIDED for all parties and in disciplinary action up to termination for all parties involved.