



RENTAL CARS

We have provided the company policy on rental cars below. Please read over it. All company policies will be enforced going forward.

We do NOT provide Rental Cars for drivable local work that does not require a flight!
Your transportation to/from the airport and for work less than 6 hours is your responsibility.

Car Rental: A request may be submitted at the discretion of the SAS Supervisor and above for car rentals. SAS uses Corporate Reservations for the best possible rates along with other cost-effective options for your car rental. We do NOT provide rental cars for local work or for transportation to/from your home airport. Rental cars are provided for GROUPS when flights are provided with a designated driver.

Designated Drivers will receive their car reservation via email which included your confirmation number.

VALID UNDAMAGED Drivers License is REQUIRED to pick up rental car. If something happens to your Valid DL, please don't wait to let us know, contact us IMMEDIATELY! Once you arrive to the airport, you will make your way to the Rental Car Company specified on your reservations (National or Enterprise) PICK UP location. Make your way to the desk and tell them you are there to pick up an EXISTING reservation and provide them your driver's license. NO CREDIT CARD or PAYMENT is required at pick-up. NO EXTRAS or UPGRADES ALLOWED. You will follow directions to get the car assigned to you or pick the car from the designated area. You are responsible for the vehicle until returned. IF EVER anything happens to the vehicle YOU MUST LET YOUR SUPERVISOR KNOW ASAP and CALL THE RENTAL CAR COMPANY and Local Police (if applies)

NO SMOKING OF ANY KIND IN THE RENTAL CARS – NO EXCEPTIONS

Business Mileage: NEW POLICY EFFECTIVE 4/7/2025

- Mileage is not reimbursable when utilizing a company paid rental car
- Mileage when driving your personal car will be paid out at \$0.36 per mile (except CA, MA & IL which may be different) AFTER the first 40 miles, this includes if you are more than 40 miles from the airport/hotel or must drive to a project in your personal car. No mileage will be paid if trip is less than 40 miles one way. Travel is calculated by Google Maps Shortest Route – no adjustments will be made to the systems calculations. When multiple people are in one personal vehicle ONLY THE DRIVER will receive mileage.
- SAS reimburses for fuel used for rental cars. Fuel receipts are to be retained to add as proof of the expense to your payroll. The receipt is to be emailed to the PROJECT supervisor SAME DAY and he/she will upload it for you for reimbursement. 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.

Receipt MUST show #gallons pumped & final \$amount.

Business Drive Time: NEW POLICY EFFECTIVE 4/7/2025

- To be paid no different than current system calculates for associates taking a car
- First 60 minutes to store and last 60 minutes from store/hotel are not reimbursable. Travel is calculated by Google Maps Shortest Route – no adjustments will be made to the systems calculations.
- SAS has company insurance for car rentals and no additional insurance should be purchased at the time of picking up the rental car.
- No additional expenses should be agreed to at the time of picking up the rental car. All upgrades and additional expenses are considered incidental and not reimbursable by SAS, including fees for additional drivers.

The Driver is NOT ALLOWED to loan his/her car to ANYONE or to have unauthorized passengers!!!!

Rental Cars MUST be filled back up with Gas upon return. NO EXCEPTION so plan accordingly!!

Now that you have read the policy, each team member needs to be respectful to each other where the rental cars are concerned.

Both Drivers & Riders hold their own accountability when carpooling.

!!YOU WILL RECEIVE A SEPARATE EMAIL WITH CARPOOL DETAILS INCLUDING DRIVER, PASSENGERS, SPECIAL NOTES & CONTACT INFO FROM THE SPECIFIC PROJECT ELITE BY EOD ON THURSDAY PRIOR TO THE PROJECT. IF YOU DO NOT HAVE THIS INFO BY 12PM CST ON FRIDAY, PLEASE REACH OUT AND DO NOT WAIT UNTIL TRAVEL DAY!!

Drivers – Drivers have a responsibility including but not limited to making sure themselves and their passengers have transportation to/from the airport/hotel ensuring that everyone arrives 1.5 hours prior to the earliest flight boarding time assigned to the car. Also ensuring that everyone is aware of a designated time to leave for work prior to each shift to avoid tardiness to scheduled shift. Making sure that all passengers have transportation to essential trips within reason. We suggest setting aside some time for group trips as a courtesy to all parties in the vehicle. Drive responsibly, no texting and driving, keep your eyes on the road making sure you are keeping everyone's safety in mind. NEVER NEVER should anyone be under the influence behind the wheel – NO EXCEPTIONS. As the driver, you should never loan your vehicle out to ANYONE.

Passengers – Passengers have a responsibility including but not limited to respecting the drivers time, making sure you are ready at the designated time to ensure everyone arrives to work on time and communicating with your driver ahead of time regarding your flight times, etc. If a group trip is planned and you decide you don't want to go, you may have to find other means of transportation if you change your mind later. This falls into respecting the driver's time. We cannot expect him/her to make multiple unnecessary essential trips. You should NEVER ask for the keys or to borrow the car, this is not allowed under the company policy.

EVERYONE- If you are noted as a designated driver, PLEASE make sure your Supervisor is aware if you do NOT want the responsibility of being a driver so we can update our records. And above all PLEASE act like adults and be respectful of one another when asking for rides and when someone asks you to take them somewhere.

GAS – Everyone in each vehicle is responsible for putting gas in the car. If you are riding in the car, you should help with gas. However, to get reimbursed a valid receipt is to be emailed to the PROJECT supervisor SAME DAY and he/she will upload it for you for reimbursement. 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.

Receipt MUST show #gallons pumped & final \$amount. Receipts MUST be emailed to the PROJECT SUPERVISOR & COPY Ops Manager

No one should be requested to give CASH to the driver for gas... Whomever puts gas in the car needs to pay for the gas and get a receipt. If gas is split, do it as separate transactions from each individual.

Please come prepared to help with gas as this is a group effort.

NO DRINKING ALCOHOL OR OPEN ALCOHOL CONTAINERS or SMOKING ALLOWED IN RENTAL CARS!