



Hotels

Any associate traveling over 90 miles each way is entitled to a hotel room. The supervisor may use CLC Corporate Lodging or Hotels.com to find the best possible rates along with other cost-effective options when needed as well as room availability to meet our needs. NOTE: If asked to provide a credit card at check-in please call Patricia or the Project Supervisor before checking in so he/she can take care of it for you. CLC booking should not request a credit card/Hotels.com our reservations dept should have sent the required credit card.

Approved daily per diems will be paid for every one-night hotel stay for each work shift. Failure to report to work for your scheduled shift forfeits the per diem for that shift.

Please refer to the Hotel Etiquette for More details!

!!YOU MUST HAVE A VALID ID TO CHECK INTO THE HOTEL!!

Before travel day, you will receive your hotel reservations. All you need to do is show up **on check in day** (check in is usually after 3pm and you MUST check in BEFORE 11:59PM to avoid cancellation), provide your name, reservation type (CLC or Hotels.com) and VALID ID.

IF YOU DO NOT HAVE A VALID ID, COMMUNICATE TO YOUR SUPERVISOR BEFORE TRAVELING!

When staying in a hotel while on a project, on or off the clock, you represent SAS and you are always expected to be respectful and professional.

Hotel Parking is a reimbursable expense. If the hotel was done through CLC booking, CLC will cover the cost of parking. If hotel was booked via hotels.com a Receipt of incurred parking fees is to be retained to add as proof of the expense to your payroll. Please EMAIL the receipt to your Supervisor on the DAY YOU GET IT! The receipt is to be uploaded and approved by your supervisor as an expense the week the expense was incurred.

SAS will not be held responsible for any additional incidental expenses such as, but not limited to, upgrading a hotel room, movie rentals, room service, cleaning, phone calls, store purchases, bar tabs or smoking/cleaning fees, etc.

!! Attention!!... BOOKING TRAVEL IS VERY TIME CONSUMING... Typically there are NUMEROUS team members spending HOURS sometimes DAYS carefully planning and booking travel... So unless there is an emergency or an absolute need to make changes to travel.. We will not be adjusting travel once it has been booked.

In addition to the time and effort put into planning and booking travel, it can be VERY costly to make changes. Now don't get me wrong, sometimes we are faced with circumstances where it is necessary to make changes. We will look at these as they come across.

So, with that being said, if there are special circumstance that need to be made for a one off or occasional time periods, please use the same concept as time off request and give us at least 2 weeks' notice so we can make any do-able accommodations BEFORE travel is booked.

All too often not only do we spend the time with what is needed to do travel but our Reservations Dept also spends hours (sometimes up into the late hours of the nights) making sure we have the travel that works for us because typically travel is grouped to have team members to come in around the same time to avoid excessive wait times or multiple trips back and forth (or at least that is what we try to accomplish).



Also, while on the job site and if you smoke (including but not limited to vaping), only smoke in the areas that Whole Foods designates where you can smoke. Always be courteous to others and always properly dispose of your cigarette butts when done. Please be respectful.

RENTAL CARS or ANYWHERE INSIDE HOTELS/STORES ARE NOT DESIGNATED SMOKING AREAS!



*No FOOD/DRINKS or BAGS allowed on the sales floor. Please eat in designated areas and we suggest you leave your bags at the hotel or in the rental car.

We are not responsible for lost or stolen bags/property.



*At the end of every shift, the entire team should make sure that the job site is clear of trash on the floor and everything back in its original place. If going on break, make sure you do not have clutter sitting around the floor that could be a hazard to someone walking by. In fact, always make sure nothing is sitting out in the aisle that someone could injure themselves all. Safety is always first! For you as well as the customers. ALWAYS be courteous to store customers and personnel. They are always to be treated as they are the boss.