



TRAVEL POLICY & PROCEDURES FOR SUPERVISORS

The following are the policies and procedures in making travel arrangements to be paid for and/or reimbursed by the company.

- **Expectations:** As a supervisor for Simply Right, you are expected to use your own vehicle most of the time for travel within your area, you will be reimbursed for mileage (see below). Travel arrangements (airfare, hotel, rental car) should be made through Field Support. Please book your travel as far in advance as possible to help keep costs down.
- **Road Trips:** For longer road trips that are 4 hours or more one way from your house, you should get a rental vehicle rather than take your own car. You can also request a hotel room in that area and return the next day if you would like.
- **Be Frugal:** We ask that you treat the company’s money as your own. We do not have a bottomless pit of cash. We ask you to do what you can to keep expenses low.
- **Meal allowances:** \$35 per day for Area Supervisors \$40/day for Regional Managers. Meal allowances are only to be used when you are staying in a hotel overnight. For longer day trips you can bring your own food or buy it yourself.
- **Mile IQ:** When using your personal vehicle the company will reimburse you for your mileage, the rate changes depending on the average gas prices. You will be required to use the Mile IQ app to track your miles and submit a report at the beginning of each month.
- **Approvals:** When requesting travel, please copy your direct supervisor on the email to Field Support so that they are aware of your travel dates and locations.
- **Required info:** When requesting travel from field support please provide the following information:

	Hotel Room	Flight/Rental Car
Job number of building or area you are visiting	X	
Check in Date	X	X
Pick up Date		
Check Out Date	X	X
Return Date		
Full Name as it appears on driver’s license		X

- **WEX Gas Cards:** If you are driving a company vehicle it should have a Wright Express fuel card in it. If it does you should use that for fuel. You will need a PIN number assigned to you in order to use the card. Those can be requested here: <https://simplyright.supportsystem.com>