

# Travel Guidelines

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## TRAVEL



- Travel
  - Hourly field employees are paid AFTER 30 minutes and 30 miles to and from work and home
- Lodging
  - Hotel accommodations will be provided and paid for by company if employee's one-way travel surpasses 1.5 hours (from home) and if an assignment lasts more than one day
  - Rooms will be reserved for two employees of the same gender per room and will have two beds
  - Management will be provided a single room with option to share a room with another employee of the same gender
  - If an employee stays at a location other than a hotel, (example: personal cabin of friend, relative, airbnb, etc.,) no lodging reimbursement will be paid
  - If Friday is a scheduled workday for employees working out of town and requiring overnight accommodations, a minimum of 8 hours work time will be required (excluding travel time)
  - Employees with certain medical conditions may request a single room. Please see HR for a confidential evaluation of this policy