



GMCS Travel Form

**ALL TRAVEL FORMS MUST BE SUBMITTED WITHIN 30 DAYS OF THE EVENT OR THEY WILL NOT BE APPROVED. PLEASE SUBMIT DIRECTLY TO YOUR MANAGER FOR APPROVAL.
(To Expedite Please cc tcory@gmcsusa.com in Finance).**

Name: _____ Event/Job: _____

Event/Job Date: _____ Event/Job Location: _____

Driver Start Location (Please Specify Address): _____

Travel Time & Distance (Round Trip): _____ Hours _____ Miles Google Maps Shortest Time & Distance.

Vehicle: Company Provided or Personal You Were: Driver or Passenger

Drive Time

Transported Passengers: Yes / No

Passenger Pickup Location(s): _____

Passengers (List All Names): _____

Transported Gear: Yes / No

Gear Pickup Location(s): _____

Passenger Per Diem

Name of Driver: _____ Pickup Location: _____

Authorized For Travel Per Diem: Yes / No

Authorizing Scheduler/Managers Name: _____

Miscellaneous

Please List Amounts, Items, and Explanation. Attach Receipts

NOTES: (Please add any notes you feel are needed to clarify any of the information provided on this form)

FOR INTERNAL USE ONLY

Drive Time \$ _____ Per Diem \$ _____ Mileage \$ _____ Misc. \$ _____

Operations Approval: _____ Management Approval: _____



Security Guard Travel Reimbursement Policies

There are three ways in which you can be reimbursed for travel. Drivetime, Mileage, and Per Diem.

Drivetime: An employee's hourly rate paid from the pickup point of fellow staff member(s) and/or office prepared gear. Drivetime is only granted if fellow staff member(s) are traveling to work at the same event and the transportation of gear has been approved by Management.

Mileage: Paid out only if using a personal vehicle. Mileage is paid at .40 cents per mile from the pickup point of fellow staff member or office prepared gear. If traveling alone, mileage is paid for travel beyond a reasonable commute; provided other transportation has not been offered by management.

Reasonable Commute is defined as 45 miles one way, or 90 miles round trip.

Per Diem: For individuals traveling as a passenger with fellow staff from pickup point to event. Eligibility begins at 3 hours or more for round trip. All per diem must be approved prior to the event by the event's scheduling coordinator or regional manager.

3 hour round trip:	\$10.00
4 hour round trip:	\$15.00
5 hour round trip:	\$25.00
6 hour round trip:	\$30.00
7 hour round trip:	\$35.00
8 hour round trip:	\$40.00
9 hour round trip:	\$45.00
10 hour round trip:	\$50.00

Hours must be traveled within a 24-hour period. Exclusions include: Major Multi-day festivals.

Drive time and mileage will be cross-referenced with the shortest distance on a map service (e.g. Google Maps). Mileage and drive time will be paid based on the distance/time as calculated by the map service. If the time taken is excessive without explanation provided in the notes section, GMCS has the right to deny future drive opportunities to that employee. GMCS reserves the right to deny travel reimbursements for any reason.