



### 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: [pyoung@gmcsusa.com](mailto:pyoung@gmcsusa.com)**

Name: \_\_\_\_\_ Event/Job: \_\_\_\_\_

Event/Job Date: \_\_\_\_\_ Event/Job Location: \_\_\_\_\_

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): \_\_\_\_\_

#### Per Diem

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)

\_\_\_\_\_  
\_\_\_\_\_

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#### FOR INTERNAL USE ONLY

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

Operations Approval: \_\_\_\_\_ Management Approval: \_\_\_\_\_



## Travel Reimbursement Policies

A security guard qualifies for travel reimbursements if they are driving other staff members or equipment.

- **Passenger** is defined by a fellow GMCS employee working a shift at the destination of the driver.
- **Equipment** is defined as a parcel of equipment granted by the office for use by staff members other than driver and passengers in the vehicle.

A staff member not working or equipment just for the guards traveling in the vehicle do not count toward travel reimbursement

If the employee driving without other staff or equipment, they are generally not eligible for reimbursements, as it is an expectation that an employee can get to the job site on their own - just as any other employment opportunity. On the rare exception made in this case, employees may be paid drive time beyond a reasonable commute. **Employee travel needs to be requested and approved before the travel occurs**; an employee that drives long distance to a job without approval from the office does not qualify for reimbursement. GMCS reserves the right to deny travel reimbursements for any reason, but if asked, the regional manager should inform the employee whether or not they qualify prior to the drive.

- **Reasonable Commute** is defined by 45 miles one way, or 90 miles round trip.

There are two types of reimbursements: Mileage Reimbursement & Drive Time.

**Mileage Reimbursement** is given at a rate of \$0.20/mile. Proof of distance may be requested before payment. Reimbursable mileage is calculated by measuring the distance from the pick-up point to the jobsite roundtrip.

- **Pickup point** is the site where the driver picks up staff or equipment. This is frequently determined by the regional manager/scheduling.

If the employee did not bring staff and/or equipment, mileage will be calculated from the employee's home address, with 90 miles subtracted from the round trip to account for a "reasonable commute".

**Drive time** is paid from pick up point to job site and the return trip the pickup point, rounded to the nearest 15 minutes (11:01 -11:07 rounded to 11:00, 11:08-11:14 rounded to 11:15). Drive time is paid at minimum wage. If driving across state lines, Drive time is minimum wage of the state of where the event is located.

Drive time is paid in the employee paycheck of the pay period when the paperwork is received. Mileage reimbursements are paid via a separate check.

**Per Diem** is offered to employees traveling long distances based on hours traveled. All per diem must be approved prior to the event by the event's scheduling coordinator or regional manager.

Please direct any questions to Scheduling or your Regional Manager.

Drive time and mileage will be cross-referenced with the shortest distance on a map service (e.g. Google Maps). Mileage and solo drive time will be paid based on the distance/time as calculated by the map service. If equipment or a passenger is in the vehicle, drive time will be paid by total time traveled once the equipment and passenger is in the vehicle. However, we will still reference map services – 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.