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Important Travel Information

If you need to make any type of change to your travel arrangements, please contact a D&Y Travel Coordinator at once. Notification must be received in time to allow change of the confirmed service by the cancellation deadline. Failure to do so may result in a deduction from your compensation.

◆ Hotel Reservations

You may be required to provide a credit card upon check-in for upgrades, personal charges, such as gift shop, movies or room service. You are responsible for payment of upgrades and personal charges upon check out. **If you need to cancel or change the reservation, you must notify D&Y prior to the cancellation period listed in your travel packet.** Failure to do so will result in all associated costs being deducted from your pay. Any additional changes not authorized by D&Y could result in a deduction from pay.

◆ Airline Information

If you fail to make your flight without notifying D&Y in time to allow for cancellation, you may be responsible for the cost of the ticket. Your itinerary is attached. While we make every effort to obtain an assigned seat, this may not always be an option due to the restrictions of the airline. Many airlines are now charging a fee for all checked bags. Travelers who have earned premium status on airlines may be exempt from these fees. You may obtain more specific details by calling the airline directly. *Baggage fees for one suitcase are reimbursable when you submit your receipts to D&Y with your expense form.* **Note:** Carry-on luggage is limited to one bag and one small personal item, such as a purse/briefcase or laptop bag.

To learn more about TSA Secure Flight Program please visit: <http://www.tsa.gov/travelers/index.shtm>

◆ Car Rental Reservations

Car rentals are arranged through D&Y's Applicant Program. **You will need to present your travel itinerary with your confirmation number upon arrival to pick up your rental. Features added, but not authorized by D&Y (such as GPS, additional insurance, upgrades to vehicle class) are your responsibility and should be added to your personal credit card.** *Mileage is not reimbursable on a rental car.* Gas receipts are reimbursable associated with the use of the rental car during the assignment. **Please fill gas tank before returning car to the rental company to avoid being held responsible for additional fueling charges.** Please submit your legible receipts to D&Y with your expense form.

D&Y will cover accidental damages to the rental vehicle. ***Do not accept LDW (Loss Damage Waiver) from rental car companies as this is the same coverage provided with our Corporate Auto Insurance Policy.*** D&Y is not responsible for liability that results from the operation of the rental vehicle or vehicle liability insurance. **Liability insurance is your responsibility.** Should you be involved in an accident while on assignment with D&Y, please contact your Staffing Consultant or Travel Coordinator immediately.

◆ Mileage Reimbursement (*if applicable to your assignment; check with your Staffing Consultant*)

If you drive your own vehicle, you can be reimbursed for mileage. The mileage is reimbursable at the current IRS Rate of **67 cents per mile beginning January 1, 2024.** Please include this information on your expense form.

◆ Tolls

Toll expenses are reimbursable. Obtain receipts for any tollbooth fees and submit them with your expense form.

Any items eligible to be reimbursed must be submitted weekly with your work log. Any expenses submitted after 60 days will not be eligible to be reimbursed. *Please note that any changes to travel arrangements not authorized by D&Y that incur additional cost will be responsibility of the provider.* The goal of the D&Y travel department is to provide you with a high level of service in meeting your business travel needs for your assignment(s) with D&Y. We are here to assist you. If you have any questions, please do not hesitate to contact your D&Y Travel Coordinator.