

Procedure for Using the Travel Request Website

Here is the newly created link for "Travel Request Form". This link is to be utilized when any out of town travel for is needed for Custom Install projects, Technician and Sales Rep Training, out of town service calls or Rental jobs effective immediately.

This link is ONLY to be utilized by the managers of the employees requiring travel arrangements. Managers are required to use this link as well for their travel arrangements. Do not email this link to employees on your team for their use. Managers are to initiate all travel requests.

<https://www.memphiscommunications.net/travel/>

For Custom Installation Projects, this website will pull directly from the D-tools number and sales order number in SAP to automatically calculate the per diem allocated in the job. Every time a transaction is input, it will update the balance and keep a running total. You will now be able to know if the project is still in budget.

Please note, all air travel must be requested at least 2 weeks in advance.

STEPS:

Sign in to the webpage with your normal username and password.

Select the job type: Installation / Training / Rental

For **Installation Job** fill in the following:

- D-Tools Number – This automatically fills in starting balance/current balance/job site & customer name
- Names of people traveling
- Start Date / End Date
- Total days automatically calculates
- Driving / Flying (if flying – fill in applicable info)
- Has all of the precedent work been completed?
- Is all of the equipment in:
- Notes & Special Request: Please type any additional information needed

For **Technical and Sales Rep Training** fill in the following:

- Names of people traveling
- Start Date / End Date
- Driving / Flying (if flying – fill in applicable info)
- Notes & Special Requests: Please type any additional information needed
- Type in a customer number as well: Riso: C51223, Toshiba: C25328, Xerox: C09207

For **Rental/ Out of Town Service Call** fill in the following:

- Names of people traveling

- Sales order
- Job Site
- Call #/Customer
- Start Date / End Date
- Total days automatically calculates
- Driving / Flying (if flying – fill in applicable info)
- Notes & Special Request: Please type any additional information needed

SUBMIT FORM

Submitting the request through the link will send an email to the appropriate people who will handle your request. You will also receive an email confirming what was sent. Once travel arrangements are confirmed and booked, you will receive confirmation with all the necessary travel information.

No travel arrangements or per diem checks will be processed without following this process in its entirety.

Thank you for your cooperation taking advantage of this streamlined process that will ensure efficient and accurate support for your teams as well as a much easier way for you to initiate a travel request.

Information about Per Diem:

- Per Diem of \$15 per travel day and \$30 per complete day can be paid in advance to the employee traveling.
- Travel request per diem must be requested minimum of 2 days in advance for a check to be cut. Checks are cut on Wednesdays and Fridays.
- If travel request involves air travel, a minimum of 2 weeks is required to obtain best rates. Airfare requests made with less than 2 weeks' notice must be approved in advance by Co-Chairmen.
- All receipts are to be kept and turned into HR Financial Services upon return with the expense form filled out and showing less "Temporary Advance".
- There is no longer a per-meal maximum
- If a per diem check is not cut prior to the departure of the employee, an expense report can be filled out and turned in with receipts with the travel information. Employee will be reimbursed as quickly as possible if all information is appropriately filled out. Only receipts attached to the expense report will be reimbursed. Manager must sign off on all expense reports prior to being turned in.
- If emergency check is needed, it will be handled case by case basis.