

## Field Crew Travel Policy

It is Omaha Track's policy to accommodate employees for ordinary, necessary, and reasonable travel expenses when directly connected with or pertaining to Omaha Track business. For Field Crews, this includes travel between the assigned job site and the closest major airport to the home address on file after a completed rotation.

- **Submitting Requests:** When you are scheduled to go home for your rotation off, you must submit your request at least 10 days in advance to your Superintendent. Notify your Superintendent or Field Production Manager if you do not have your travel arrangements 5 days prior to your requested travel date. Paid time off must coordinate with a rotation home and be approved by the Superintendent and Field Production Manager.
- **Missed Flights:** If you anticipate missing your flight due to an emergency, you must notify your Field Production Manager as soon as possible; no later than 24 hours in advance. You will be required to submit written documentation for an excused absence. Failure to give proper notification and/or documentation will result in either a no call, no show or unexcused absence and may result in disciplinary action. Any additional travel charges will be deducted from your paycheck to the greatest degree allowed by law. (Note: Most airlines charge a \$200 fee plus the cost of the new flight for any changes. There are no refunds for missed flights.
- **Paid Travel:** You must work a complete rotation of at least 21 days before Omaha Track will arrange and pay for your travel home. In the event of a family emergency, proper written documentation may be required. Refer to the Omaha Track Bereavement Policy in the Employee Handbook for more information. For paid travel outside normal rotation, Field Production Manager approval is required.
- **Luggage:** Omaha Track will reimburse the cost of checked bags for paid travel for up to two (2) regular bags per flight with a receipt. Extra bags and overweight luggage will be at your own expense.
- **Home Airport:** Typical travel arrangements consist of a rental car or flight to a major airport. Be prepared to travel to and from the closest major airport to the home address listed in SyncHR/PrimePay. Travel between the airport and your home is your responsibility and is not covered by Omaha Track. Omaha Track will not pay for parking at airports.
- **Special Requests:** Travel is booked based on cost and availability. Individual requests for regional airports, flights or rental cars may be submitted to your Superintendent with your travel request. These requests will be subject to the Field Production Manager and/or Human Resources' approval.
- **Rental Cars:** Employees must use Omaha Track preferred vendors and may rent only a mid-size or economy car. Employees who wish to rent a vehicle other than a mid-size standard or economy car, including those who are offered a free upgrade due to a shortage of available cars, must obtain advanced approval from their supervisor. Upgrades, changes and additional services offered by the rental car company are not covered by Omaha Track. It is your responsibility to decline any additional services such as upgrades and insurance. You are required to verify that your receipt is accurate and request any adjustments before leaving the rental car facility. All rental cars must be returned with a full tank of gas.



- **Unauthorized Charges:** Any unauthorized travel charges incurred by an employee for travel arranged by Omaha Track may result in a paycheck deduction and/or disciplinary action.
- **Hotels:** Any damage to hotel property may result in a paycheck deduction and/or disciplinary action. You may only use the hotel-provided appliances to cook or prepare food in the hotel rooms, i.e. coffee pot, microwave. If your room does not have a kitchen area, cooking is not permitted. Superintendents will arrange hotel accommodations through Travel Bank or directly through the hotel. If you check out early, please notify the front desk of your departure so they do not keep charging you for the room.
- **\*Drivers:** Drivers are allowed to use truck stop showers if they are sleeping in their sleeper trucks in lieu of staying in hotels only.

Always notify your Field Crew Superintendent or Field Production Manager if your flight is delayed or canceled. In the event of a travel emergency contact Travel Bank and your Superintendent or Field Production Manager.

If they are unavailable, please contact Chris Hupp.