

Dreammakers

Travel Expenses Guidelines



Please see the reimbursement guidelines for Trilogy's annual Dreammakers and Awards Gala program. Questions concerning these guidelines should be directed to Fin@trilogyfs.com.

Airfare

- Roundtrip coach airfare is provided to employees in locations outside of California. Airfare itineraries will be grouped by the program's travel administrator to maximize ground transportation.
- Should a traveler want to upgrade their travel or deviate from the recommended itinerary, differences in fare from the recommended itinerary will be at the traveler's expense.
- Should a traveler want to book their own airfare, they can submit it for reimbursement. However, the rules above still apply and fares cannot be purchased with airline miles or points.

Ground Transport

- Trilogy organizes group ground transportation for the official arrival and departure dates of the program. Attendees traveling on those days are expected to utilize this option. Should alternate ground transportation be utilized by the employee, that travel would be at their own expense.
- For those who are traveling for business purposes outside of the designated travel dates, standard taxis or ride-sharing options (such as Uber or Lyft) are encouraged. If the traveler chooses to upgrade to a premium option, that upgrade would be at the traveler's expense.
- Mileage reimbursement can be submitted by employees driving their personal vehicle to the location. These calculations are based on the employee's branch location only.

Meals

- Provided Dreammakers meals are listed in the program's schedule of events.
- Team/department team building expenses should be taken out of the corresponding team/department's budget.

Reimbursements

- All expenses associated with Dreammakers should be submitted via Ramp within 30 days of the conclusion of the program.