



Expense Policy

Policy # 5.A	Title Expense Policy and Procedures	
Revision 1.0	Prepared By Nick Courtney / Senior Director of SES	Date Prepared 01/17/2019
Effective Date 01/17/2019	Approved By Jason Gerber / VP of SES Operations	Date Approved 02/08/2019

Policy: All show related expenses must be submitted through the Expensing website <https://jsavexpenses.com> for approval. Expenses will not be accepted after 90 days. Also, meals may not be expensed if receiving per diem without prior approval from the AE.

Purpose: To outline the proper way to handle expenses for Full Time **J&S Audio Visual (JSAV)** Traveling Staff and Traveling Freelancers contracted for our events.

Responsibilities: This policy applies to all Full Time **J&S Audio Visual (JSAV)** Traveling Staff and Traveling Freelancers using a personal credit/debit card for show related expenses.

Definitions: **JSAV** does not cover all expenses on traveling and out of town shows, if have a question, please refer to the list later in this document. Expenses outside this list may be covered ONLY with prior approval from a JSAV staff member (Account Executive, DAV, Operations Manager, Sales Manager, etc.). Local shows are not included for freelancers unless pre-approved (Most cases, NO).

Procedure: To use the Expensing website, log on to <https://jsavexpenses.com>, and submit 1 expense report per show (per division). Users cannot enter multiple shows on 1 expense report, and must include copies of receipts when submitting.



References/Forms:

All expenses must have copies of receipts.

- All pictures of receipts must be uploaded at the time of the expense submission.

Below are the Pre-Authorized Expenses:

- Airport Baggage fees – see below for allowable amounts
- Uber/Lyft/Taxis to and from your home or airport
- Airport parking fees up to \$18/day (Unless in California, then it's \$20/day)
- Event parking fees are covered for all **JSAV** Full-time employees on local shows at \$18/day.

These expenses will need pre-approval by the JSAV staff member over the event:

- Printing fees (Must be pre-approved)
- Shipping fees (Must be pre-approved)
- Hotel fees (Must be pre-approved)
- Rental car fees (Must be pre-approved)
- Crew Meals (Must be pre-approved)

Important Expensing Guidelines:

- If you are expensing for mileage, it must be at the **JSAV** approved **\$0.50/mile rate**, and a copy of the mileage from Google Maps (or other known site) or a before and after pictures of your odometer.
- If you are expensing for per diem, it must be at the **JSAV** approved **\$65/day rate**.
- If you are expensing for airport parking, it must be at the **JSAV** approved **\$18/day rate**.
- If you decide to expense your Uber/Lyft/Taxi ride to and from your home to the airport, it must be less than the **JSAV** approved airport parking rate of **\$18/day**.
- If you have received per diem and are expensing for food or entertainment, you must have pre-approval, and must include who was with you and give an explanation.
- If you are expensing a baggage fee and it is over the standard rate (1st bag is \$30, 2nd bag is \$40), you will need to include an explanation.

If you have any questions or concerns, please contact Nick Courtney or your Branch General Manager.