



Market

2025 Fall Market

Travel and Expense Information

As you prepare for the upcoming Market, please review the information below regarding the **new Market meal policy**, mileage reimbursement, expense reports, and payroll checks. Once staff housing assignments are completed, you will receive additional information such as housing confirmation, etc. Please note, travel advance requests are no longer available. You can request reimbursement after Market for actual expenses incurred by filing an expense report upon your return.

TRAVEL TO AND FROM THE MARKET

Mileage

- Do it Best Corp. will pay the IRS standard mileage rate of **70¢** for a total round-trip distance of **400 miles** from Chicago if you are staying at a downtown hotel.
- **We encourage employees to travel together whenever possible.**

Airfare

- Staff who need to fly to the Fall Market, such as Sales/Field Staff located throughout the country, should book their own flights.
- Normal company policy travel restrictions apply such as lowest reasonable and available economy fare should be booked.
- If the lowest fare is not selected, then a reason must be provided in Concur.
- Staff should not pay to select their seat. If you choose to pay to select your seat or upgrade your seat, those expenses are not reimbursable.
- **Flight arrival and departure dates must correlate with your housing request.**
- If a guest is traveling with you, then book your airfare on a personal credit card, and submit your airfare cost through Concur for reimbursement of employee cost only.

Parking

- Do it Best Corp. will cover **self-parking** fees that apply for any staff member working the Market.
- Staff will be notified in advance directly from Market Planning if their hotel has a negotiated deal for valet parking, otherwise staff are to self-park.
- Airport parking will also be covered and can be charged to your company credit card.

DURING THE MARKET

Meals (NEW Market policy)

- Staff will no longer be issued lunch vouchers or lunch cards at Market.
- Staff will follow the standard meal allowance policy just like when traveling for business any other day of the year. However, **for Market only, the meal allowance limits have been raised to \$20 for breakfast, \$30 for lunch and \$50 for dinner.**
- Any excess amounts per meal are the responsibility of the staff member and will not be reimbursed.

- Per the standard policy, staff must utilize their personal credit card for meals and then file for reimbursement either via Concur or the online Travel Expense Report.
- Staff will only be reimbursed for travel days and days they are scheduled to work Market.

Getting to and from the convention center

- All staff Market hotels are in close walking proximity to the convention center.
- Most staff hotels are connected to the convention center via skywalk and can therefore be accessed without going outside if desired.
- Shuttle buses only run from the handful of hotels not connected to the convention center via skywalk.

AFTER THE MARKET

Travel Expense Reports

- **If you have a company credit card**, submit your report through [Concur](#). Even if your Market charges were not put on your company credit card, you should still use Concur to file for reimbursement if you have a company credit card.
- **All other staff** should use the online **Travel Expense Report** located on TV Associate Guide and/or The Connection. The form must be completed, printed, approved by your manager and submitted to the Finance department by **Friday, September 12**.

If you have questions, please contact Misty Hernandez – misty.hernandez@doitbest.com in DiB Finance or feel free to email Jessica Garcia – jessica.garcia@truevalue.com.

Thank you,

Market Planning