



Market

2026 Spring Market
March 6-8
Colorado Convention Center
Denver, Colorado

Travel and Expense Information

As you prepare for the upcoming Market, please review the information below regarding airfare, mileage reimbursement (for any field staff who may be driving), Market meal policy, expense reports, and payroll checks. Once staff housing assignments are completed, you will receive additional information such as your housing confirmation, etc. If you incur any out of pocket expenses that the company is responsible for, you can request reimbursement after Market by filing a [Travel and Expense Report](#) available in the Forms tab on Workbench in the Finance section and submitting to Bailey Felger (bailey.felger@doitbest.com) in Finance.

TRAVEL TO AND FROM THE MARKET

Airfare

- Staff should book flights on their own, preferably through Concur.
- 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.

Airport transfers

Due to the variety of dates and times staff will arrive in Denver, shuttle buses will not be available and staff are responsible for finding their own transportation to and from the airport such as Uber, Lyft or taxis. Staff should carpool whenever possible. Use your company credit card for these charges or file for reimbursement for charges placed on your personal credit card.

Mileage (for field staff who live close enough to drive to Market)

- Do it Best will pay the IRS standard mileage rate of **70¢/mile**.

Parking

- Do it Best Corp. will cover **self-parking** fees that apply for any staff member working the Market.
- **Guest (spouse/significant other, relatives, friends, etc.) parking is NOT covered. Any guest charges that appear on staff folios will be billed back to staff accordingly.**
- 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. **Unauthorized valet parking will not be covered and staff will need to reimburse the company for the upgraded charges.**
- Airport parking is covered and can be charged to your company credit card.

DURING THE MARKET

Meals (Market policy)

- All meals are the responsibility of the employee (other than functions with scheduled meals such as the Merchandising Preview which offers breakfast, the LBM Industry Update which provides lunch, etc.).
- Staff will **NOT** be issued vouchers or reusable cards for meals at Market.
- Staff will follow the standard meal allowance policy just like when travelling 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.**
 - Accounting is aware of this Market only policy and knows these amounts do not match the standard amounts on the [Travel and Expense Report](#) form. They will process Market expense reports accordingly.
- 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.
- The Colorado Convention Center is a cashless facility, all payments must be via credit or debit card.

Getting to and from the convention center

- Most Market hotels are in close walking proximity to the convention center.
- Shuttle buses are only scheduled to run from the Hilton Denver City Center and the Sheraton Denver Downtown Hotel as both are over a half-mile from the convention center. These shuttles will run Thursday-Sunday (route times available on the [Market website](#)). Staff staying at these properties may utilize Uber, Lyft, taxi, etc. if desired on other days and file for reimbursement.

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 and Expense Report](#) located on Workbench in the Forms section and Finance heading. The form must be completed, printed, approved by your manager and submitted to the Finance department.

Payroll Checks (for the limited number of staff who do not utilize direct deposit)

- You can pick up your weekly paycheck from **Rachel Drummond** in Human Resources after 10 am on **Thursday, March 5**. Let her know by **Tuesday, March 3** if you intend to pick up your check early.
- If you are leaving sooner, you can elect to have your check mailed on **Thursday, March 5** or have it held until you return from Market. If you want your check mailed, please alert Rachel by **Wednesday, March 4**.

Thank you,

Vince Slack

Vince Slack

Meeting & Market Planning Manager