

VSS Expense Policy & Procedures



The purpose of this document is to detail the correct procedure for billing expenses to **Vital Show Solutions** (also referred to as “VSS” in this document) and clarify the expectations for all full-time VSS Staff and all Traveling Freelancers participating in **Vital Show Solutions** events.

To access the Expensing website, please log on to <https://vitalinvoices.com>. Each user should submit **one expense report** per show. Users are not permitted to combine multiple shows on a single expense report and must include copies of receipts when submitting expenses.

All expenses must have copies of receipts. All pictures of receipts must be uploaded at the time of the expense submission.

■ Policy:

All expenses related to shows must be submitted for approval through the Expensing website at <https://vitalinvoices.com>. Any expenses submitted after 90 days will not be accepted. Additionally, meals cannot be expensed if receiving a per diem without prior approval from the VSS Account Executive or Project Manager. This policy applies to all full-time VSS traveling staff and traveling freelancers using a personal credit/debit card for show related expenses.

VSS does not cover all expenses on traveling and/or out of town shows. If you have a question, please refer to the list below. Expenses outside this list may be covered **ONLY** with prior approval from a VSS staff (AE, PM, NLM, or Owner) member. Local shows are not included for freelancers unless pre-approved.

■ Below are the Pre-Authorized expenses:

- Mileage to travel shows (see A below)
- Per Diems for out of town shows or in-town shows where you are staying onsite (see B below)
- Airport parking fees up to \$30/day (see C below)
- Uber/Lyft/Taxis to and from your home or airport, or rides to/from show site (see D below)
- Airport Baggage fees (see E below)
- Event parking fees are covered for all VSS full-time employees on local shows

■ These expenses will need pre-approval by a VSS staff member over the event:

- Printing and Shipping Fees
- Hotel Fees (Parking, Room Service, etc)
- Rental Car Fees
- Crew Meals

● Important Expensing Guidelines:

- a. If you are expensing for mileage, it must be at the VSS (GSA) approved \$0.67/mile rate, and a copy of the mileage from Google Maps (or other known site) or a before and after pictures of your odometer. Also, if you are driving to Show Site (travel shows only), we will pay up to what a flight and airport parking would cost.
- b. If you are expensing for per diem, it must be at the VSS approved GSA amount for where the show takes place.
- c. If you are expensing for airport parking, it must be at the VSS approved \$30/day rate.
- d. If you decide to expense your Uber/Lyft/Taxi ride to and from your home to the airport, please use a low-cost option.
- e. If you are expensing a baggage fee and it is over the standard rate (1st bag is \$40, 2nd bag is \$45), you will need to include an explanation.
- f. If you are receiving/billing for per diem and are expensing for food or entertainment, you must have pre-approval.

If you have any questions or concerns, please contact the Labor Department: laborinvoices@vitalav.com.