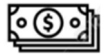


ExpenseWire – Rental Car & Lodging Final Receipts



\$100 Final Travel Day upon Case Completion

(Contingent upon receipt of final rental car and lodging receipts.)

- When traveling more than 150 miles (one way) from home, GES will pay \$100.00 taxable compensation for final trip **home** following the conclusion of an enrollment. The \$100 will be paid when final travel receipts for rental car and lodging have been submitted via ExpenseWire.



Final Car Rental Receipt is required for \$100 reimbursement

- Rental car reservation are direct billed to GES. Only those charges reserved in your GES provided car rental reservation are eligible for payment. Any additional upgrades, refueling charges or services added will be recaptured from you payment.
- It is the responsibility of the Counselor(s) to return the rental with a *full tank* of gas. If not, 50% of the refueling charge will be recaptured from your payment.



Final Lodging Receipt is required for \$100 reimbursement

- Lodging accommodations typically arranged and reserved by GES may be billed to a master account for room and taxes only. Counselors are required to pay for incidental hotel expense directly to the hotel.
- It is the responsibility of the Counselor to pay for charges outside of room cost and taxes directly to the hotel by presenting a personal form of payment to the front desk at check-in..



To receive \$100 Final Travel Day upon Case Completion

- ***Submit via ExpenseWire final car rental receipt***
- ***Submit via ExpenseWire final lodging receipt***



How and when do I get paid?

- Payments are processed every other Monday based on the Payment Dates and Deadline Schedule found in the GETTING PAID section of enrollerinfo.com.
- Enrollers out of pocket expenses are submit each week (Saturday through Friday) via the ExpenseWire our expense reporting system. Login information is provided prior to your first enrollment engagement. The GETTING PAID section of enrollerinfo.com has a link to instructions on submitting an expense report.
- Payments are paid via direct deposit. The ACH Direct Deposit Form must be completed and submitted prior to the Enroller's first assignment.