



Edmentum Business Travel 101 – Launch 2024

All travel should be booked using Concur. [Find log-in instructions here](#). If you receive an error when logging in, call or email Acendas Travel Support (800-722-6602; travel@acendas.com) as they are able to solve most issues.

Booking your flight after receiving communication to do so:

- Consult Edmentum's [Travel & Expense Policy](#) for full rules surrounding travel.
- Flights should be Economy-level; however, if you choose an airline that charges extra for seat selection or bringing a carry-on bag, you may select that option.
- Flights to Las Vegas for Launch should arrive by 4pm on Monday, February 19th and depart after 1pm on Thursday, February 22nd
 - If booking in these parameters leads to excessive travel time, speak to your manager. If your manager and ELT member approve you arriving early/staying late, your additional hotel room, meals, and travel to and from the airport will be reimbursed by Edmentum under the conditions of the Travel Policy.
- In most cases, you will book your flight using your personal credit card
 - If you need accommodations related to booking Launch travel, please reach out to your HRBP
- Make sure you complete every step of the booking process to purchase your tickets. You should receive a confirmation email after completing the process.

Pre-Flight Tips

- Flight check-in is available 24 hours prior to your flight's departure.
 - This is where you can change your seat (if available), pay for a checked bag, and get your boarding pass to print or have on your phone.
- Plan ahead on how to get to/from the airport. Most airports offer offsite parking in secured lots and a shuttle to get you to and from your terminal.
- Please select the most cost-effective option when planning your travel to and from the airport. Our T&E guidelines require that Edmentors select off-site, long-term parking rather than directly at the airport.
 - Should you choose to extend your stay in Las Vegas, keep in mind that any parking costs beyond Monday -Thursday are a personal expense and will not be reimbursed by Edmentum.
- Most airlines suggest allowing two hours to check a bag, get through airport security, and find your gate.

Hotel Information

- Filling out the Launch registration form secures your hotel room while attending Launch 2024.
- All rooms are single-occupancy unless you request to share a room with someone.
- If you would like to extend your stay at Conrad Las Vegas, please send an email to groupoperations@rwlasingas.com, and include your name, that you're part of the Edmentum group, and the dates you'd like to book. Additional nights are the lesser of the prevailing rate for



those dates (currently \$185/night) or \$260/night, plus tax and a \$35/night resort fee. All extended stays are based on availability and require a credit card to reserve.

- Prior to Launch, you will receive an email from joel@dcdmc.com with your hotel confirmation number.
 - If you plan to stay additional days, it is suggested that you call Conrad directly to link this confirmation number with the one you received when booking your additional night.

Upon Arrival

- Edmentum Launch will provide shuttle bus service departing every 20 – 30 minutes from the airport to Resorts World from 9:00 a.m. until 4:00 p.m. on Monday, February 19th. After exiting the plane, follow signs to baggage claim and look for volunteers holding “E” signs to show you where to get on the bus.
 - Buses have been pre-paid
 - For specific information on where to find buses based on your terminal, [click here](#).
- If you arrive outside of these hours, please follow the signs to take a taxi or rideshare to Conrad Resorts World. You may expense the cost of your ride to the hotel.
- Hotel check-in is at 4:00 pm. The hotel will provide early check-in as available, but it is not guaranteed. If you would like to explore Las Vegas, you can check your bags with the bell desk.
- Note that Conrad Resorts World will ask for a credit card at check-in and place a hold on your card for \$150 per day of your stay in case of any incidentals. This hold will remain on your card until a few days after check-out.
 - Edmentum will pay for your room cost, resort fees, and taxes
 - It is strongly recommended that you use a credit card at check-in (not a debit card).
 - If you need an accommodation relating to the credit card hold, please reach out to your HRBP.
 - Incidentals are mini-bar charges, charging food and drinks to your room, and spa services – items that Edmentum typically does not pay for. You will be charged directly upon check-out.

Conference Travel Expectations

- Conferences consist of long days and the expectation that all who attend are present for all sessions. This is the only time that all Edmentors gather in-person, so we want to make the most of the time and investment.
- Put an Out of Office message on your email advising those with an urgent request to re-send their message with a red ! so you can prioritize email responses during breaks and let others know that you won't be available to fully respond until Friday, February 23rd

Departure

- You can check in for your return flight 24 hours before departure.
- Hotel check-out is at 11 a.m. Please pack your belongings and bring them to the second floor for storage on Thursday morning.
- If you are leaving after shuttle buses stop running at 5:00 p.m, leave your bags at the bell desk.



Submitting Travel Expenses

- After you have purchased your ticket, you may submit your airfare cost for reimbursement charged to your department and using the Launch project code.
 - Please note: Acendas Fees are charged directly to Edmentum; do not submit them for reimbursement.
- After Launch, you may submit an additional reimbursement request for approved expenses incurred while traveling to Launch, including baggage fees, travel day meals, and airport parking/ride to and from the airport.
 - As a reminder only one expense report can be submitted per pay period, so be sure to put all expenses on one report.