

2019 SSG Education Policy

CLASS BOOKING GUIDELINES

Below are the SSG Education Request Procedures. These procedures should be reviewed to ensure they're being adhered to when accepting and facilitating classes.

EDUCATION MANAGEMENT SYSTEM

The Education Management System (EMS) is the main resource for all class, event and show bookings. The EMS allows educators to easily mark themselves out on their calendar, to keep up with class assignments, to review class formats and to submit expenses.

- To access the EMS, go to: ssg.booksalonedu.com
 - Site access issues may occur when using Internet Explorer. Preferred browsers are Google Chrome.
 - The site is mobile optimized and may be accessed on all mobile devices.
- For first time users, Username is the email that is on file with SSG. Use the password that was emailed from the Education Development Coordinator (EDC) or click FORGOT YOUR PASSWORD.
- Once logged in, users may change the password from the CHANGE PASSWORD option in the upper right hand corner of the screen.
- If password is forgotten, enter username, and click FORGOT YOUR PASSWORD? On the EMS login screen. An email with a link and directions will be sent to the email on file to reset the password. Log in with that password, then reset to a new password by going to the CHANGE PASSWORD option.

DASHBOARD

On the Dashboard, pending requests and pending expenses can be seen.

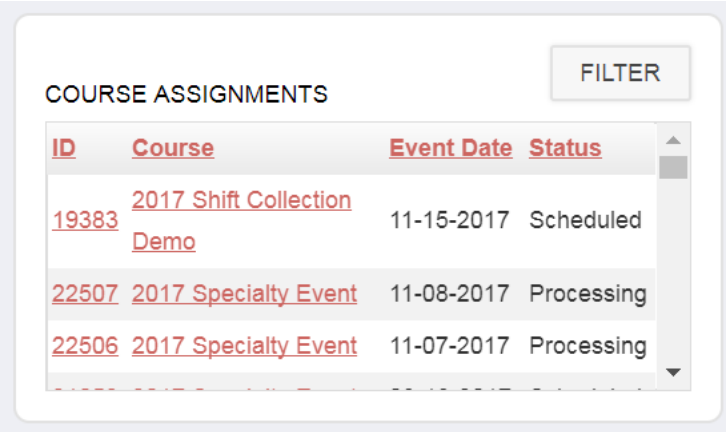
DASHBOARD							
EXPENSES							
MY ACCOUNT							
Active Requests							
ID	Course Name	Created Date	Salon Name	City	State	Scheduled Date	Status
22507	2017 Specialty Event	07/10/17	Chains Show	Lewisville	TX	11/08/17	Processing
22506	2017 Specialty Event	07/10/17	Chains Show	Lewisville	TX	11/07/17	Processing
Active Expenses							
Expense ID	Event Date	Assignment #	Salon	Course			
10446	07-09-2017	20403	MENS HAIR COMPANY WEST RETAIL	2017 Bespoke Barbering Demo			
11653	07-10-2017	21456	JOSEF'S WEST ACADEMY/ PROFESSIONAL	2017 Salon Trends Cutting Focus Demo			
11655	07-10-2017	21455	JOSEF'S SCHOOL OF HAIR DESIGN/DOWNTOWN/RETAIL	2017 Salon Trends Cutting Focus Demo			
11658	07-11-2017	21454	JOSEF'S SCHOOL OF DESIGN/GRAND FORKS/RETAIL	2017 Salon Trends Cutting Focus Demo			

MY ACCOUNT

On the My Account tab, users will be able to view contact and personal information, as well as view and update their calendar.

Should information need to be updated, please email the changes to education@salonservicegroup.com.

From this page, users can also view all course assignments previously or currently being requested. Users can filter the courses by status and/or date to see a particular set of classes at a glance (for example, only classes scheduled in November 2019).



The screenshot shows a web interface for 'COURSE ASSIGNMENTS'. At the top right of the table area is a button labeled 'FILTER'. The table has four columns: 'ID', 'Course', 'Event Date', and 'Status'. The 'ID' column contains red hyperlinks. The 'Course' column contains text with red hyperlinks. The 'Event Date' column contains dates. The 'Status' column contains the current status of each assignment. There are three visible rows of data.

ID	Course	Event Date	Status
19383	2017 Shift Collection Demo	11-15-2017	Scheduled
22507	2017 Specialty Event	11-08-2017	Processing
22506	2017 Specialty Event	11-07-2017	Processing

EDUCATOR CALENDAR

It is the Educator's responsibility to keep their EMS Educator Calendar current. Keeping their calendar up to date allows the EDC to schedule classes quickly and efficiently, by only looking at dates they've indicated are available. Log in frequently to update calendar. Educator can make themselves unavailable using the below instructions.

EDUCATOR AVAILABILITY (2)

< Prev August 2019 Next >

Su	M	Tu	W	Th	F	Sa
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

☐ Available
 ☐ Unavailable
 ☐ Already Booked

☒ Personal/Vacation
 ☒ Full Day

☐ Pre-Booked
 ☐ Morning

☐ Other
 ☐ Afternoon

white: available | pink: unavailable | yellow: scheduled

- To block calendar, click My Account and locate the calendar to the left of the screen. To mark as unavailable, simply click on the date and select a reason from the choices at the bottom. That date, now highlighted PINK, will be blocked on calendar and no booking requests will be made through the EMS.

23	24	25	26	27	28	29
30	31					

☐ Available
 ☐ Unavailable
 ☐ Already Booked

☐ Personal/Vacation
 ☐ Pre-Booked

☐ Other

- To unblock a date previously marked as unavailable, simply click the X that has appeared on the date, freeing up for class bookings. It will now show as WHITE on the calendar.

- Dates highlighted in YELLOW on calendar are dates that have been booked for a class through the EMS. Hovering over the yellow highlighted date will allow educator to see the salon and class booked. Clicking on the yellow highlighted date will allow a view of the request information (salon info, class, scheduled date and time) for that class.

CLASS BOOKING REQUESTS

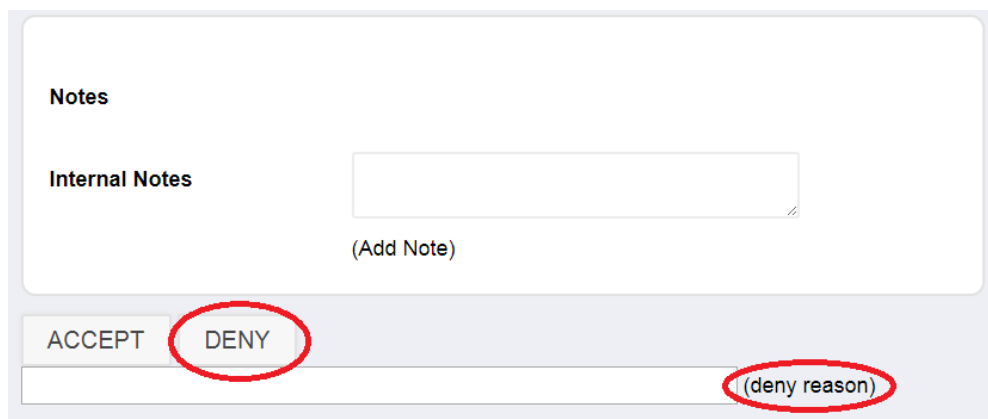
Class requests will be generated through the EMS. An auto-generated email from the system (see attached "BOOKING REQUEST EMAIL"), will provide the educator with all pertinent request details.

The class request must be accepted or denied in the EMS within 48 hours. This step must be completed before contacting the salon.

DENYING A CLASS REQUEST

If educator is unable to accept a class request, they must log into the EMS to deny it within 48 hours of receiving the request. This will allow the EDC to quickly place the request with another educator.

- Once logged in, locate the request to deny on the Dashboard and click on assignment ID to be redirected to the Edit Request page.
- On the Edit Request page, scroll to the bottom and enter Deny Reason. This field is required.
- After entering the reason, click the DENY button. Educator will be removed from the request and no additional action is required.



The screenshot shows a web interface for editing a request. At the top, there is a 'Notes' section with a label 'Internal Notes' and a text input field. Below the input field is a '(Add Note)' link. At the bottom of the interface, there are two buttons: 'ACCEPT' and 'DENY'. The 'DENY' button is circled in red. Below the buttons is a text input field labeled '(deny reason)', which is also circled in red.

ACCEPTING A CLASS REQUEST

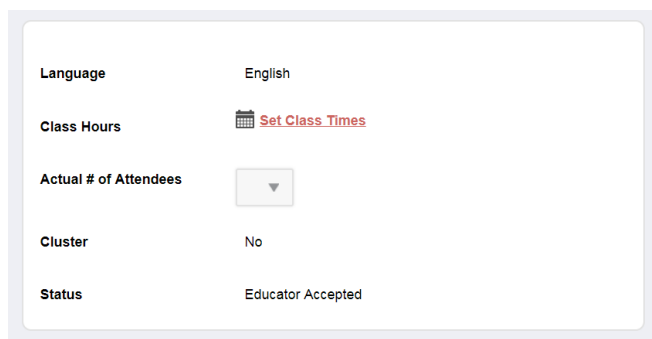
If educator can accept a class request, they must log into the EMS to accept it within 48 hours of receiving the request. This will alert the EDC that class has been accepted and that educator will proceed with the salon communication to set up a scheduled date and time.

- Once logged in, locate the request on the Dashboard and click the assignment ID to be redirected to the Edit Request page.
- On the Edit Request page, scroll to the bottom and click ACCEPT.
- If the class date has not been scheduled in advance, the salon must be contacted within 48 hours to set up a scheduled date and time for the class to take place.


CONFIRMING A CLASS REQUEST

Once the class date and time have been scheduled with the salon, log in to the EMS to enter the information and confirm the class booking.

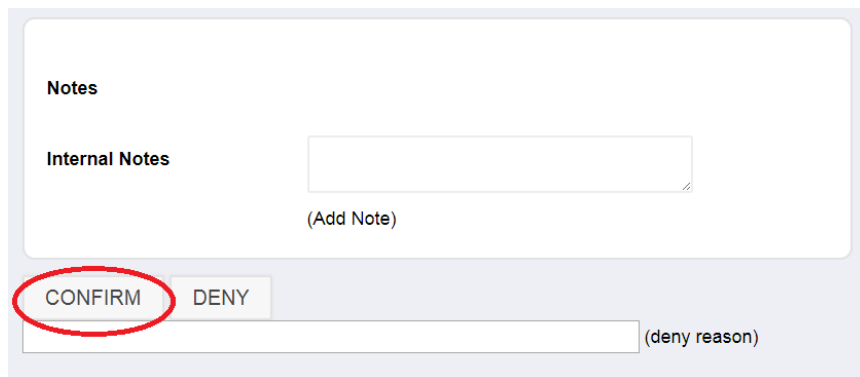
- Locate the request on the Dashboard and click the assignment ID to be redirected to the Edit Request page.
- To enter the scheduled date and time, click on [Set Class Time](#) and select the date on the calendar that pops up. Enter the Start and Finish times for the class. Class cannot be confirmed until the date and time have been entered.
- Enter the Actual # of Attendees from the dropdown box.



A screenshot of the 'Edit Request' form. It contains the following fields and values:

Language	English
Class Hours	 Set Class Times
Actual # of Attendees	<input type="text" value="▼"/>
Cluster	No
Status	Educator Accepted

- If there is any additional information needed to share with the EDC, educator may do so by entering it in the Internal Notes section.
- After entering all information, click the CONFIRM button.



A screenshot of the 'Internal Notes' section and the bottom of the form. It includes:

- A text area labeled 'Internal Notes' with a placeholder '(Add Note)' and a small icon in the bottom right corner.
- Two buttons: 'CONFIRM' (circled in red) and 'DENY'.
- A text input field below the buttons with a placeholder '(deny reason)'.

PRE-SCHEDULED CLASSES

If the scheduled date and time for a class has been pre-set, need to both Accept and Confirm the class request. The pre-scheduled date will be listed in the Educator Booking Request email received.

- To accept and confirm a pre-scheduled class, log into the EMS and locate the request on the Dashboard. Click on the assignment ID to be redirected the Edit Request Page.
- Scroll to the bottom and click the ACCEPT button. This will redirect back to the Dashboard.
- Immediately, locate the request on the Dashboard **again** and click on the assignment ID to go back to the Edit Request page.

- Scroll to the bottom and click the CONFIRM button.

Once participation has been confirmed and the class date has been scheduled, an email from education@salonservicegroup.com will be sent (see attached “**EDUCATOR CONFIRMATION EMAIL/CONTRACT**” email) confirming all the details of the scheduled class.

- The Educator Confirmation Email from the EMS stands as educator’s contract. It also ensures that the educator has all the necessary information to conduct the class.
- Should any changes to the scheduled class be made (new class date, new class format, etc.), educator will receive an email from the EDC, indicating a change has been made. If the educator needs to make any changes to the class, please contact the EDC.

TRAVEL REQUESTS

When the class assignment requires overnight travel, educator will receive a travel request form to complete, in order for travel to be booked (see attached “**TRAVEL NEEDS**” email). It is the responsibility of the educator to conduct any necessary research to accurately complete the travel request form and return it to the Education Coordinator within 72 hours.

Travel Request Best Practices:

- Be specific when providing preferred flight times. If educator must travel after a certain time of day, make a note of it on the form.
- Complete the form and return within 72 hours of receipt. If unable to complete the form within the 72 hours, contact the EDC to provide an ETA of when the form will be completed.
- After 72 hours, if the EDC has not received the completed form or communication regarding an ETA, they will proceed with booking the minimum travel needs to the best of their ability.
- Travel itineraries will be sent via email from our travel partner. Itineraries must be checked for accuracy immediately after booking.
- Any changes or corrections of the itinerary must be reported to the EDC within 24 hours of the original booking. Changes or corrections requested after 24 hours that incur additional fees may be the responsibility of the educator.

VIEWING CLASS ASSIGNMENTS

When logged into the EMS, educator will be able to view all classes that they have been requested or scheduled for. Active requests (not yet scheduled) can be found on the Dashboard. All requests regardless of status can be located and viewed on the My Account tab.

- To view the request information, click on ID to view the Assignment, showing the class details – course name, salon name, address and phone number, etc.
- Click on the Course Name to view course information such as description and details, duration, etc.

- Click on Salon Name to view detailed salon information.

CLASS PREPARATION AND FOLLOW UP

- Review the current class format, which can be located on the portal. Verify that educator has the necessary materials and literature (tear pads, etc.) and place replenishment orders as needed.
- On the day of class, arrive at least 45 minutes prior. If it's the educator's first time visiting the salon, they should look up the driving directions to give themselves enough time.
- After teaching a class email the EDC with a recap/status of the class including any concerns for follow-up or additional classes requested by the salon. Provide the information below:
 - How many attendees?
 - Was the DSC at the class?
 - Is there any additional follow up needed from sales or education?
 - Any additional feedback about the class?
- The salon will be asked to participate in an email evaluation to give feedback on the class.
Please remind the salon manager that the email is coming and encourage them to participate.
- Submit INVOICE in the EMS within 7 days of the class. Detailed instructions on how to submit invoice and receipts can be found in the PAYMENT & REIMBURSEMENT GUIDELINES section.

SALON COMMUNICATION

When educator receives the EDUCATOR BOOKING REQUEST, they'll be asked to contact the salon to schedule the class. Verify the following information during conversation:

- Date of Class
- Time of Class: Confirm the preferred start time for the class. Also verify what time the salon will be open for set up. Remember to be there 45 minutes to one hour prior to the start of class.
- Type of class: Confirm the class type being taught indicated on the BOOKING REQUEST and provide a brief overview of what the salon should expect.
- Number of Attendees: If the salon indicates that there will be more than the max number of attendees or less than the minimum number of attendees, please contact the EDC.
- Models (*if required by format*): Discuss the number and type of models required.
- Verify the salon's focus for this class: This will help determine who the audience is, how familiar they are with the brand(s), give guidance on how the DSC has placed the class and better prepare the educator to teach.
- Product, Styling and Cutting Classes: Discuss whether there are any specific products or brands the salon contact would like to focus on.
- Color Classes: How long have they been using the color line? Are there any specific challenges they are facing or areas to focus on during the class?
- Educator will receive an email reminder ("**EVENT REMINDER 3 Weeks**" Email) to touch base with salon contact again two to three weeks prior to class to reconfirm time and date of class, verify the exact number of attendees, as well as confirm models for the class have been secured, as necessary. Email EDC immediately with any changes to the class, including the final number of attendees. This will allow the proper amount of supplies to be shipped in.

- Educator will receive another email reminder (“EVENT REMINDER 1 Week” Email) to call the salon contact again, two to three days before, to confirm time of class. Confirm details of class, etc.

CLASS CANCELLATIONS

On occasion, previously scheduled classes may need to be cancelled or rescheduled. In the case of a cancellation, educator will receive an email alert that the class has been cancelled (see attached “EVENT CANCELLED”).

- Classes cancelled through the EMS will automatically be removed from Educator Calendar. No action on educator’s part is necessary.
- If the salon contacts educator directly to cancel a class, the educator must immediately email notification of the cancellation to the EDC. Please provide the date & time and name of person who contacted educator regarding the cancellation. Please also provide the reason given. If travel has already been booked, please also contact the EDC.
- If the class is being rescheduled, the educator will receive an email from the EDC, providing the updated class date.

EDUCATOR TRAVEL & EXPENSE GUIDELINES

Statement of Purpose

The purposes of Salon Service Group’s policies on reimbursement of travel expenses are:

- To be fair and equitable. An independent contractor working for SSG should neither gain nor lose personally by incurring reasonable business expenses.
- To be responsible and prudent in spending SSG’s money. A reasonable approach is to spend the money as if it were the educators.
- To follow the pertinent independent contractor policies and IRS substantiation rules. Copies of original receipts should be included for all travel expenses as detailed below.

Overview

This policy balances SSG's needs for cost effectiveness and the employee’s needs for quality services and support. Travel and related expenses should be via the lowest cost alternative and consistent with good business practice. Neither luxury nor sub-standard modes of transportation and accommodations should be used.

To maintain control over expenditures, any expense submitted which does not comply with the guidelines of this policy statement will not be reimbursed.

These guidelines are subject to change.

Deadline for Submitting Invoices

All requests for travel expense reimbursements must be submitted within 7 days after completion of the business trip. Invoice submissions must be complete and accurate with invoice document and all applicable receipts attached.

When accurate invoices with all applicable receipts submitted that have received the appropriate SSG approval and are turned in to SSG Education by Tuesday at 2:00 p.m. CST, the check will be cut Friday of

the same week, as business allows. Checks are cut on Monday and mailed Tuesday, but must be submitted by EDC by EOD Friday to make this happen. A 2 week turn around to get educators paid.

Reimbursement

In order to qualify for reimbursement: all expenses must comply with this policy, be accurately recorded, documented and approved by the appropriate SSG employee. Copies of original receipts must be included for all travel related expenses. Receipts must clearly indicate the date of service, provider, itemized charges and form of payment. Credit card or bank statements may not be used in lieu of receipts except in the case of airline baggage fees.

Non-Contracted Labor

All travel expenses of spouses, domestic partners, dependents or friends who accompany independent contractors are considered personal in nature and will not be reimbursed by SSG.

International Travel

Charges incurred in currencies other than US dollars must be converted to US dollars before the invoice is submitted. All payments will be made in US dollars.

Day Rates and Travel Rates

Educators are entitled to claim one day rate for all activity that takes place on a scheduled class, show, model call or prep day, including any travel that is initiated on that day. Should an educator be booked to teach two classes in one day, the educator may still only claim one full day rate for the working day.

Educators may claim one travel rate (half of the day rate) for any necessary travel days that take place the day before or the day after the scheduled activity. This policy is applicable for both air and ground travel. The travel rate is applicable, regardless of departure or arrival time on the travel day.

Educators may choose to travel in to the venue city the day before a scheduled activity when adhering to the guidelines below:

- Educators may drive and request hotel accommodations when the driving time from educator's home to venue city exceeds 3 hours.
- Educators may request flights and hotel accommodations when the driving time from educator's home to venue city exceeds 5 hours.

Travel that is scheduled to depart before midnight on the working day but arrives in the home city after midnight does not merit an additional travel rate.

Cancellation Fees

Cancellation reimbursement dependent on manufacturer guidelines.

Air Travel & Hotel Accommodations

Air Travel

Travel to personal destinations before, during, or after an official business trip, as well as any travel related expenses incurred, are the responsibility of the educator and are not reimbursable. Educators may choose to fly in early to a venue for personal reasons, but may not claim any additional expenses incurred (meals, additional car rental days or gas, etc.)

Educators may request flights via the Travel Needs Request when the driving time from educator's home to venue city exceeds 5 hours.

Educators will receive travel itineraries via email from our travel partner Concur. Itineraries must be checked for accuracy immediately after booking. Any changes or corrections of the itinerary must be reported to SSG within 24 hours of the original booking. Changes made after the initial 24 hour period will incur additional fare and penalties and may be the responsibility of the educator.

Change fees for rescheduling a flight must be approved by the SSG and should only be used in emergency situations. Any fees incurred for changes made for personal commitments or out of convenience are not reimbursable.

Forced Layovers

Hotel accommodations and meal expenses incurred as a result of a forced layover should be at the air carrier's expense. If the airline will not absorb the cost, SSG will reimburse the additional expenses, provided there is no other alternate form of travel available.

Hotels

All accommodations should meet industry-accepted business travel standards with references to comfort, convenience and **cost** and will be booked through SSG's travel agent partner, Expedia.

Educators may drive and request hotel accommodations when the driving time from educator's home to venue city exceeds 3 hours.

Hotel reservations made through the travel agency are classified as "Guaranteed Late Arrival." This means that the hotel will not assign the room to anyone else under any circumstances. The room will be billed regardless if used or not.

Hotel accommodations booked through SSG will be reserved with an SSG's corporate credit card. The educator must present a personal credit card upon arrival to cover the cost of the room nights, tax and any incidental charges.

Only expenses for overnight accommodations (room charge plus tax) should be reported in the lodging field of the invoice. Any meals included on the hotel bill should be reported as meals, if applicable.

In-room movies, health clubs and other personal charges are not reimbursable. Payments to relatives or friends while staying at their personal homes in lieu of a hotel are not reimbursable. In addition, purchasing meals or gifts in these circumstances is not reimbursable.

Travel changes and cancellations

For travel emergencies or cancellations that happen during regular business hours, the educator should contact the EDC.

For travel emergencies or cancellations that happen outside of business hours on nights, weekends or holidays, the educator should contact the local RSM for the region where the event is taking place or the EDC.

Outside of business hours, the educator should work with airlines and hotels directly to cancel or modify reservations, whenever possible. The educator may contact the travel agent, in times of extreme need.

Should any changes be made to the itinerary outside of business hours, the educator should report those changes immediately to the EDC.

Flight Changes or Cancellations

If for any reason the educator must change or cancel a trip outside of business hours, he/she must contact either the EDC as soon as possible to cancel the reservation and request a credit.

If an outbound flight is cancelled by the airline outside of business hours (due to weather, mechanical issues, etc.) that would not allow the educator to continue with the scheduled trip, he/she should alert the EDC of the cancelled flight. The educator should additionally contact any booked hotels directly to cancel the reservations.

Hotel Changes or Cancellations

If for any reason the educator must change or cancel a trip outside of business hours, he/she must contact the EDC or the hotel as soon as possible and within that hotel's cancellation time frame policy to cancel the reservation and prevent "no show" charges. Except under extraordinary circumstances approved by the Business Development Director, any fees or penalties incurred are the responsibility of the educator and will not be reimbursed.

If the reservation is cancelled directly with the hotel, educators should secure with either a cancellation number or the full name of the hotel employee who cancelled the reservation along with the date and time of the cancellation. This information should be emailed to the EDC.

Ground Travel

Car Rental

No rental cars will be approved.

Personal Automobiles

Educators are only authorized to use their automobiles if they have a valid driver's license and are insured per the minimum requirements of the home state.

When an educator uses his or her vehicle for official business, SSG will reimburse the employee based on documented round trip mileage at the current mileage rate provided by SSG. Gas receipts are not reimbursable when the educator drives his or her personal vehicle.

When an educator is operating a personal vehicle on SSG business, the educator's personal insurance is the primary insurance for any bodily injury, property damage liability or collision damage that may be incurred.

Vehicle Safety

Educators, while driving a vehicle on SSG business, must wear the seatbelt provided, and ensure that all passengers wear their seatbelts provided.

Vehicles must be suitable for their intended use and be maintained in a safe and roadworthy condition. Vehicles with obvious and dangerous safety defects must not be used, e.g. a badly worn, bald or damaged tire; a brake, front, rear or indicator light not working.

Educators may not make or take phone calls, text, check, send or reply to emails while the motor is on.

The use of an Electronic Device for navigation is permitted provided that the Electronic Device is programmed while the vehicle engine is off. Should changes to the settings need to be made during the journey, the educator should first park the vehicle safely, turn the motor off, and then proceed with the adjustments before continuing the journey. The mobile device should be placed on a car mount and should not be held in the educator's hands while driving.

The educator must comply with all applicable road traffic legislation, on-site road traffic rules (where applicable) and all legal, medical, licensing, and insurance requirements. The educator assumes all responsibility for any fines for parking or traffic violations.

Meals

Educators may claim maximum allowable amounts for meals when traveling for SSG. The maximum allowable rates are applicable for all cities. See the maximum allowable reimbursement amounts below:

Meals	
Work Day	Up to \$35
Travel Day	Up to \$17

Itemized receipts are required for reimbursement.

Meal reimbursement is only applicable when traveling more than 1.5 hours from the educator's home city. Educators are not allowed to claim the meal amount for a particular meal if that meal has been paid for by an SSG employee, distributor or host salon.

Other Travel Expenses

Airport Transfers

Educators should select the most economical means of transportation available from their homes or salons to the airport. Educators may use a taxi or rideshare if the cost of the taxi or rideshare is less expensive than the cost of mileage and airport parking of their personal vehicles. Limo and town car service to the airport are not reimbursable for educators unless it is less costly than a taxi or personal vehicle use.

Parking and Tolls

Reasonable charges for necessary parking fees are reimbursable. Also, any fees or tolls associated with ferries, bridges, and tunnels or toll roads while on SSG business are reimbursable. **Receipts must accompany any claims for parking and tolls and are not based on per diem.**

Educators may claim up to \$25 per day for airport parking with accompanying receipt.

Course Materials

Course materials will be provided by SSG. Materials will be shipped to the DSC or store prior to the scheduled class.

Items Not Eligible for Reimbursement

In general, personal expenses including, but not limited to the following are **not reimbursable**:

- Baby-sitting, pet-sitting, and house-sitting
- Airline upgrades to include class of service and preferred seating
- Hotel upgrades
- Personal expenses while on business travel such as clothes, toiletries, personal side trips, bar bills, magazines, books, etc.
- Personal care such as massages, manicures, etc.
- Health care products and services
- Personal memberships in credit card associations or private airline clubs
- Movies
- Repairs, maintenance or insurance on personal automobiles
- Fines and penalties
- Travel Insurance
- Traffic tickets and parking violations
- ATM Fees
- Purchase of materials or services (printing, etc.) not previously approved by SSG.

PAYMENT & REIMBURSEMENT GUIDELINES

Educator Payment & Reimbursement Guidelines

For SSG Invoice to be processed so a check from SSG can be received, it is imperative that invoice is complete and submitted in a timely manner and provide all pertinent information and applicable receipts.

Provide the following:

Personal Information

- Legal Name (matches bank account) or Business Name that appears on official checks (do not change this information from one SSG Invoice to the next)
- Provide permanent mailing address at the top of the SSG Invoice (do not change this unless there is an address change)
- County of permanent mailing address
- Phone number

Class Information

- Date of class
- Class name
- Provide the name of the venue where the class was held
- City of where the class took place

- Day rate and/or travel rate, as applicable

Expenses (when applicable)

- Lodging – room nights & tax only
- Gas Receipts
- Mileage: currently .58 (multiply the roundtrip distance in miles by .58 to get mileage total)
- Taxi, tolls, and parking
- Meal reimbursement up to the maximum allowable amounts below per meal, with itemized receipt. Meal reimbursement is only applicable if traveling more than 1.5 hours from home to the class and may only claim the meal reimbursement according the time and length of class
 - (If a meal is provided for the class/event, meal cannot be expensed)

Other Expenses

- Baggage Fees

Required Receipts

- Lodging: hotel receipt that details charges and confirms the method of payment used
- Mapquest/Google Maps, etc. route must be turned in with SSG Invoice report to claim mileage when driving personal vehicle
- Taxi, toll, and parking receipts
- Itemized meal receipts
- Baggage fees: receipts for both departure and return

(without the above receipts, educator will not be reimbursed)

Invoices must be submitted to SSG via the EMS within seven (7) days after completion of the business trip. Accurate invoices with all applicable receipts submitted that have received the appropriate SSG approval and are turned in to SSG Accounting by Tuesday at 2:00 p.m. CST and the check will be cut Friday of the same week, as business allows.

Process for Submitting SSG Invoice:

All invoices must be submitted within the EMS. Expenses can be accessed from two locations:

On the DASHBOARD, open expenses can be located in the Active Expenses window. Expenses with any status can be located on the EXPENSES tab.

- Select the Expense ID to view the expense page.
- Select the EDIT button to open the expense page to enter expense totals.
- Enter all expense information into the corresponding fields.
 - **NOTE:** for mileage, please enter the number of miles driving round trip, and for meals, please enter the total amount for all meals. Individual meal amounts must not exceed the meal maximums.
- Upload a copy of SSG Invoice and pictures of all applicable receipts by clicking the Choose File button under Attachments.
 - Only upload one document at a time.
 - Acceptable file formats for documents include .PDF, .jpg, .png, and .xlsx. Mac only file formats, files like numbers are not acceptable. Please convert .numbers files to .PDF or .xlsx before uploading.

- If there is a need to keep invoice open for additional changes, select the UPDATE button. This will save work and allow educator to access the form at a later date to edit expense.
- Once above is finished and all applicable receipts are uploaded, select the SUBMIT button. At this time, invoice will be locked and will not be editable. If there is a need to edit any information, please contact SSG to have the expense unlocked.

Please direct questions on the above to the EDC working on the class.