

## Employees of the Year FAQ

I am a scheduled employee invited to Employees of the Year. How do I need to make sure I am off work to be able to attend the event? And will I be compensated? Scheduled employees will need to lay-off on company business for the days associated with travel and the event. You will need to file a 1b claim using code DM. Scheduled employees may claim a basic day if on a regularly assigned rest day or 'no lost trip'. You may claim 'make whole' if a trip is missed. Extra board employees are due lost guarantee.

What if I want to come into town early or stay later? Honorees are welcome to come into town ahead of the event or extend your stay following the event. If you haven't already done so – you are able to adjust your flight dates to fit your need when you schedule your flight in Concur. BNSF will provide a shuttle service from/to the airport on Sunday and Tuesday.

If you are arriving earlier or staying later, you will need to secure your own transportation if it does not fall on the days shuttle is offered. You are welcome to stay additional nights at the Worthington hotel and would be able to get the same group rate as the event (\$215 per night). If you would like to do this, reach out to [Latosha Guthrie](#) and we will secure them with the BNSF travel team (you will not get the special rate if you book through the hotel). The hotel will charge your personal credit card for the additional night's stay when you check out.

Do I have to fly or am I allowed to drive? Honorees can drive if that is the preference. For those traveling more than 200 miles, a rental car can be reserved using Concur. If traveling less than 200 miles or prefer to drive your own vehicle, you can expense the miles when submitting their expense report.

How do I book my guests travel? Do not book your guests flight using Concur. The BNSF travel department will book the flight details for your guest based on the initial registration questions. If the guest will need the same itinerary as the honoree, this should be selected during registration and the honoree should receive an emailed confirmation with the matching itinerary. If the guest will need a different itinerary, this should be selected during registration and the travel team will reach out to the guest to schedule the flights.

Do I need a car? Transportation services will be provided for out-of-town honorees and guests flying in and out on Sunday, April 27 and Tuesday, April 29 between the airport and hotel. Transportation will be provided for all honorees from the hotel to all planned activities except for the Welcome Dinner at the Reata which is within walking distance. If you are flying in or out on days other than Sunday and Tuesday, you will need to secure your own transportation.

What if I'm local – do I still get to stay in the hotel? All honorees and a guest are invited to stay at the Worthington hotel both Sunday, April 27 and Monday, April 28– including local honorees. All honorees are also invited to attend the Welcome Dinner at the Reata, breakfast at the Worthington, a HQ campus tour and lunch at Top Golf.

What if I have special needs or diet? If you or a guest has any type of disability or request needing special accommodations, please reach out to [Latosha Guthrie](#) so that we can make needed arrangements.