



# Travel Guide: **Orlando, Florida**





## Traveling Soon?

We're so excited to be welcoming you to Orlando, Florida shortly! We know that there's a lot of prep and planning that goes into traveling and we hope this guide helps make the experience a little easier for you.

Whether it's your first time traveling with HICV or you're a veteran, feel free to refer to the travel checklist below for a reminder of the important things!

For a deeper dive in to the details, read on! And don't hesitate to reach out to your leader or to the Academy of Learning & Development with any questions.

We look forward to seeing you soon!

## Travel Checklist

- ☐ Book flights to and from Orlando, FL
- ☐ Decide how you'll get around town
- ☐ Determine if you'll be using a decremental card or personal card for your expenses
- ☐ Pack your bags!
- ☐ Plan any extracurricular activities
- ☐ Don't forget to keep your receipts!

To view the full travel SOP, [click here](#).





## *Getting to your destination*

### Air Travel

Here are some key things to know when traveling by air:

- We recommend you book your trip approximately *14-30 days in advance* when possible
- Team members should generally fly *economy*
- Frequent flyer programs can be used, and awards can be retained for personal use

What will you be reimbursed for?

- Reasonable fees for *checked baggage*
- *Early Bird check-in* fees when flying discount airlines such as Southwest
- Wi-Fi onboard the aircraft but only if it's needed for business purposes

Interested in upgrading?

- You may use personal miles or pay the difference between the lowest available fare and a higher service class upgrade expense
  - Note: This cannot be done on a company travel or purchasing card

### Ground Travel

Travel within a 200-mile radius should be by ground unless time, fares, etc. merit air travel and your supervisor approves.





## *Getting around your destination*

### Car Rentals

Here are some key things to know when renting a car:

- All car rentals should be booked with *Hertz Rent-A-Car* unless it's not available or the most cost-effective choice
- All team members should register with *Hertz Gold*
- A *midsize or intermediate* size car should be requested
- *Tolls* used while renting a vehicle for business are *reimbursable*
- The Company's insurance package covering team members traveling in North America so the optional insurance coverage should be declined

### Other Transportation

Other transportation options such as a personal vehicle, taxis, busses, or ride sharing services may be used when appropriate.

- When using a personal vehicle, mileage OR gas will be reimbursed for the trip along with tolls and parking fees
- When using shuttles, taxis, busses, or ride sharing services, fare reimbursement will include tips up to 20% and must be documented on the receipt



## *Expenses at your destination*

### Expense Options

Team Members have a few options to pay for meal and ground transportation expenses while in town.

- A Company Travel Card
- A personal card
- A Company Decremental Card, or prepaid card option (Please work with your leader)

### Meals

While traveling, team members may report *actual expenses* **OR** receive a *per diem* allowance. The per diem allowance is in lieu of reimbursing actual expenses for meals and does not have a receipt requirement. Team members should only submit a per diem for meals where they incurred expenses. If using a Company Travel Card, per diem is not an option. *Tips are also reimbursable up to 20%.*

### Expense Reporting

Expense reports should be submitted in a timely manner and any reports that are fully approved by Tuesday at 12pm EST will be paid on Friday of that week.

Only receipts for expenditures *greater than \$25 are required*. Receipts are always required for air, hotel, and rental car expenses.

Expenses personal in nature such as reading materials or personal recreation are not eligible to be reimbursed.





## Entertainment at your destination

While in Orlando, we hope you get to enjoy the city beautiful! While we have classes each day you may want to enjoy some of the nighttime offerings of the city or enjoy a local restaurant. Please keep in mind that personal recreation expenses are not eligible to be reimbursed. Here are some of our suggestions:



### Universal's City Walk

Shopping, Restaurants &  
Entertainment  
Parking fees may apply  
600 Universal Blvd  
Orlando FL 32819



### Disney Springs

Shopping, Restaurants &  
Entertainment  
Free Parking  
1486 Buena Vista Drive  
Lake Buena Vista, FL 32830



### Topgolf

Entertainment venue with a high-tech  
driving range  
9295 Universal Blvd  
Orlando, FL 32819



### Andretti Indoor Karting & Games

Indoor fun center featuring go karts,  
racing simulators, laser tag, &  
bowling  
9299 Universal Blvd  
Orlando, FL 32819



### International Drive

Offers fun entertainment, attractions,  
and great dining options  
<https://www.internationaldriveorlando.com/>



### Promenade at Sunset Walk

Movie Theater, Shopping,  
Restaurants & Entertainment  
3251 Margaritaville Blvd  
Kissimmee, FL 34747