1701 South 14th Street • Princeton, MN 55371
Phone: 763-389-9475 • Fax: 763-389-9757
Website: www.erdmanautomation.com
E-mail: eac@erdmanautomation.com

Trip Instructions

Before you leave

1: Fill out pre-trip form, it can be found at the web site:
forms.erdmanautomation.com

- Once its submitted it will be automatically emailed to Janelle DeWitt.

While on your trip

1: Daily time punching is required via mobile app

- Please see IT before departing to make sure you have credentials for punching

2: Daily time punches should be documented on your trip report form, location S: Administration, EAC Trip Forms, Service Trip Report revised 031213.xls

3: Please send Janelle weekly timesheet for payroll. These are due every Monday before 9am. (earlier is always better) (even if you have only worked 1 day on the last pay period)

- jdewitt@erdmanautomation.com
- 763-300-8614

4: All receipts you received during your trip should be saved and turned in with your expense report upon your return

When you return

1: Confirm trip report is accurate and complete

2: Complete expense report located S: Administration, EAC Trip Forms, Expense Report Electronic 1 or 2 week

- Use a shop computer if you do not have your own so it is legible and not hand written.
- Include mileage to and from airport or to and from customer (even if it's an EAC truck)
- Include all receipts – airfare, hotel, vehicle rental, parking, gas, tolls & job materials, etc.

**Receipts that are charged to a different employee's credit card must go on your expense report, please make a note on the receipt whose credit card was used – this is important as the office records each employee's trip separately.

***You will not get your per diem until everything has been completed and is accurate