

Summit 2025 Travel Policy

We're excited to see everyone at Summit 2025! This travel policy outlines everything you need to know from booking flights to transportation details, all in line with Redstone's guidelines. Please follow the instructions below when booking. There is an FAQ section at the end of the policy. If you have questions that are unanswered in this policy, please contact Shannon Condie (shannon.doxey@redstoneresidential.com).

Flights:

Who is Booking Flights: Regional Managers will book the flights for the Community Managers they oversee. Department Heads will book for those in their department. Regionals & Department Heads will book their own flights. We recommend meeting with those you oversee to coordinate flight times. ***All flights booked must follow the booking policy below.***

Flight Booking Policy:

It is required to use Navan (<https://navan.com/>) for all bookings.

ALL flights need to be booked by **12/20/2024, or as soon as possible**, to ensure you get your preferred travel arrangements (i.e. airlines, flights times, seating etc.) this will also ensure we are able to get the best pricing. **Those who book flights outside of Navan will be asked to cancel their flight and reimburse Redstone.**

Navan Instructions:

When booking with Navan, it is required to book flights within company policy in order for it to be approved. The Policy is found at the top right after searching for flights under "Your flight policy" and it will say the maximum price within the policy for your search. Please do your best to find reasonably priced flights and stay within the 'Standard' section of the bookings.

Regional Managers & Departments heads will be sent an invitation to set up a Navan account via email. Do not use any email associated with the property. Use only emails that are associated with the user's name. We will send out an invite using that specific email and using a different email will cause issues. Please use this virtual Divvy card for all flights. [Link to Virtual Divvy Card]

If you have trouble with Navan, please contact Oakirangi (admin@redstoneresidential.com) for questions.

Some of the perks of using Navan:

- You can use your airline loyalty number when booking flights
- You create an account which makes for quick booking
- Navan will create a downloadable itinerary

After Booking:

Once your Navan booking has been approved and confirmed...

Regional Managers & department heads should fill out [this Smartsheets survey](#) with the flight information for yourself and each employee you oversee.

Receipts: The Ops Specialist team will pull all receipts from Navan to import into Divvy.

Hotel

You will not be required to book your hotel room. That has already been booked for you.

Room Assignments: These will be given at check-in. You will be able to request a private or shared room on the RSVP. We will do our best to accommodate roommate requests, but these are not guaranteed.

Address: Bahia Resort Hotel
998 W Mission Bay Dr
San Diego, CA 92109

Arrival to San Diego

Bus Pickups: A bus will be available at the airport to take groups from the airport to the Bahia Resort Hotel. Details will be released soon regarding the exact time frame and company.

Departure from San Diego

Bus Pickups: A bus will be available at the resort to take groups to the airport. Details will be released soon regarding the exact time frame and company.

Frequently Asked Questions

- Reimbursements:

- Will I get reimbursed for my drive or Uber to/from the airport?
 - Yes, you can submit for reimbursement/use Divvy for Uber to airport or parking.
 - When you arrive in San Diego, we have a charter bus service we will be using, if you book an Uber outside of this then you will need to cover the charge.
- Will I be reimbursed/allowed to use Divvy to buy food/drink while traveling?
 - While in the airport you may use your Divvy/Reimburse for food/drink with max according to the length of time you are traveling.
 - 3 Hours or less - \$15
 - 3-5 Hours - \$25
 - Over 5 Hours - \$50
 - While at the Bahia, all meals will be provided for the duration of your stay. We will also have drink stations and snacks available. If you have a dietary restriction, please let us know so we can accommodate. If we have not provided snacks/drinks while at the hotel to accommodate a dietary restriction that is religiously/ medically related (ex. kosher, gluten free, dairy free) you may be reimbursed/use Divvy for any that you purchase.

- Extending your stay:

- Can I extend my stay at the group rate? How long can I extend for?
 - Yes, the hotel will allow extensions of 3 days before or after the group's stay. Let us know if you plan to extend, so we can make sure the hotel has the correct check-in/out days for you. See below for extension costs.
- What costs would I need to cover?
 - You will be responsible for the cost of any additional nights beyond the 3 nights (or 4 for leadership) during the conference (check-in Tuesday February 18th, Check-out Friday February 21st).
 - If your selected flight with extending is more expensive than the typical cost for the conference arrival/departure dates, you may be

asked to pay for the difference in price. (Ex. Flying home Friday with the group would cost \$200 and flying home on your selected date costs \$350, you may be responsible for paying the \$150 difference.)

- Can my spouse/family come for my extended stay?
 - You are welcome to invite your family to your extension before or after the conference, but you will be responsible for all expenses incurred. Family members are not permitted to be in attendance on conference days.

- **Getting to and from Summit:**

- Can I drive?
 - We will be planning flights for those who would travel further than a 4-hour drive. If you need special accommodation due to a medical condition, please reach out to HR so we can deal with that on a case-by-case basis.
- Will I be able to fly on my preferred airline?
 - Booking by the date specified above will give you the highest chance that you will be able to choose your airline. If flights for that airline are not available on Navan or are \$100+ more expensive than similar flights on a different airline, you may be asked to cover the difference.
- How do we handle flight changes if needed?
 - Reach out to Oakirangi for all flight changes. If additional fees are incurred due to the change, you may be asked to reimburse the difference.
- What time do I need to be there?
 - The first event for Community Managers begins 6:30PM on Tuesday February 18th. Please arrive early enough to arrive at hotel, check-in, and freshen-up prior to event start.
 - For department heads and Ops leadership the first event begins 8:45am Tuesday February 18th please arrive Monday night for an early start Tuesday. Check-In will begin at 4:00pm Monday the 17th.

- **Luggage:**

- Will need extra space to bring home swag?
 - You will need a little over a shoebox size of space for Swag received at Summit. Please plan accordingly.
- Can I check a bag?
 - Please follow the bag policy of your airline. For airlines that charge for checked bags we will approve paying for 1 checked bag.
- When will I get the packing list?

- We will send out additional details on what to pack, dress code for our awards event, schedule, and meal choices in the first weeks of January.