

Expense Report Overview

1. Please ensure before submitting the actual expense report, pre-approval is required from the client manager.
2. Instructions are listed on the first tab of the report. Populate your expenses into the second tab and attach the corresponding receipts to the “Receipts Attachment” tab.
3. After completing the expense report – please attach the report to an email and send to your manager for approval. Please CC your Strategic Engagement Manager (SEM): Jennie Sagadraca (jennie.sagadraca@wwt.com).
4. Once the report is approved, share the expense report with your employer’s payroll team for reimbursement and have your employer submit an invoice to WWT.

Note: Travel and Drive Time Policy

- Consultants are designated a SCE “homebase” location – your SEM can confirm your SCE location.
- Drive time and mileage are billable once a consultant travels beyond the radius of their normal commute to their designated SCE homebase location.

For example:

- John lives in Riverside California and his SCE homebase location is GO3 2035 Walnut Grove Ave, Rosemead, CA.
- His commute to the Rosemead office is 46.2 miles (approximately 1 hour).
- John needs to drive to the Kramer substation for an assignment. The drive to the Kramer substation from his home is 80 miles (approximately 1 hour 46 minutes).
- John’s billable drivetime and mileage begin once he travels beyond the initial 46.2 miles radius (1 hour) based on his normal commute.