

Standard Operating Procedure (SOP)

3D Team – Surveyor Travel Budget Protocol

1. Purpose

This Standard Operating Procedure (SOP) establishes a consistent protocol for managing travel budgets for 3D Team surveyors. The goal is to provide surveyors with increased flexibility and autonomy in travel arrangements while maintaining accountability and cost control across all projects.

2. Overview

A flat travel budget is assigned per project. Surveyors have the freedom to allocate funds for transportation, lodging, flights, parking, and car rentals within their assigned budget as they please. Please note meals must remain within the per diem. Please use current GSA per diem rates found at this link <https://www.gsa.gov>. (This is also listed in the assignment email). This system reduces the need for daily oversight from the Project Manager or Project Coordinator.

If at any point a surveyor anticipates exceeding the allotted budget, they must contact the Project Manager immediately to discuss potential solutions.

Note:

- Ladders and lifts are not included in this budget.
- Late return, loss, or damage fees will be charged to the project budget.
- Equipment and chord replacements will need to be approved by the PM, VPO, and Accounting separately. These expenses should not be applied to the site budget unless explicitly told so, as it might fall under an FSU overhead operational costs. These costs can be applied to the Ramp trip name labeled 'Non-site Related Expenses'.

3. Budget Management Guidelines

- **Flexibility & Priorities:** Surveyors can decide how to allocate their funds based on personal preferences and priorities. For example, one may prefer covered parking or a higher-tier hotel, while another might prioritize flight comfort. Remember that all choices involve trade-offs. For example, upgrading a flight seat may mean choosing a more economical hotel option.
- **Meal Types:** We believe you know your body and routine best and do not want to restrict you from your eating habits and schedules. If you prefer to get protein bars, snacks, and drinks from the grocery store instead of sitting down for a meal, this is up to your discretion. Coffee and energy drinks can be applied to the budget, but alcohol will never be permitted. Refer to Travel & Expense Policy for non-approved corporate expenditures.

- **Cost Efficiency:** Strive to stay within per diem limits and keep rates as low as possible for flights, hotels, and meals.
- **Low-Cost Trips:** Some trips will naturally cost less due to location, timing, or external factors. Do not spend extra funds simply to meet the maximum budget allowance. Keep in mind, the Project manager will be consistently reviewing travel and meal expenditures and patterns.
- **Flight Costs:** Book with major international airports, when possible, to avoid higher regional airport fees. Round-trip flights exceeding \$900 or one-way flights exceeding \$500 must receive prior approval from the Project Manager prior to booking. Early booking is encouraged to secure better rates and maximize budget flexibility. Projects requiring international flights or domestic flights to Alaska/Hawaii will be given specific direction/budget at time of assignment.
- **Booking Approval:** All travel bookings must still be booked within one business day after receipt of assignment email.
- **Wi-fi:** Wi-fi upgrades and charges from the hotel and flight can be applied to project costs if the reason for upgrade/use is specific to this project (example – completing deliverables). Wi-fi upgrades for personal use are not covered under the budget and should not be charged to the RAMP card.

4. Project Budget Breakdown

Client / Project Type	Square Footage Range	Site Budget– One site per week	Site Budget– Multiple sites per week	Notes
Starbucks	—	\$1,400	\$1,150	—
Humana	1–5,000 SF	\$1,400	\$1,150	Receipts sent to client with invoice.
	5,000–10,000 SF	\$1,550	\$1,300	—
	10,000–15,000 SF	\$1,700	\$1,450	—
Barnes & Noble	—	\$1,600	\$1,350	—
Publix (Slabs)	—	\$1,000	\$800	Must stay in Publix-approved

				hotels. See Addendum A.
Publix (Stores)	—	\$1,900	\$1,650	Must stay in Publix-approved hotels. See Addendum A.
Tatte	—	\$1,100	\$900	Receipts sent to client with invoice.
SPB	—	\$1,100	\$900	Receipts sent to client with invoice.
Aria	—	\$1,100	\$900	Receipts sent to client with invoice.
New Projects	—	Provided upon project introduction.	Provided upon project introduction.	Budget determined by PM.

5. Abnormal Circumstances

The following events are examples of valid reasons for the Project Manager to adjust the budget as appropriate:

- Atypical scopes, such as add-on services.
- Incorrectly allocated/communicated square-footage that requires additional time on site.
- Limited access hours each day (delaying a potential 1-day job to a 2-day job).
- External cost fluctuations (e.g., holiday travel spikes)
- Travel delays
- Unforeseen Personal Emergencies

Any adjustments will be communicated directly to the affected surveyors to ensure budgets remain clear, fair, and adequate.

Surveyors will not be penalized for things out of their control (such as bookings completed by the project coordinator) but will be penalized and held accountable for things within their control (such as late drop off or damage fees).

6. Responsibilities

Surveyors are responsible for:

- Understanding and adhering to their assigned budget.
- Communicating promptly with the Project Manager if the budget appears unreasonable or is likely to be exceeded.
- Maintaining documentation of all approved bookings and expenses.

*Booking is required within one business day of assignment. Communicate any delays or anomalies to the Project Manager that would keep the surveyor from booking within this timeframe.

Project Manager is responsible for:

- Reviewing and assigning budgets for each site and associated travel plans.
- Approving budget exceptions when necessary, due to unforeseen or exceptional circumstances (see above #6).
- Monitoring spending trends to ensure accuracy, fairness, and compliance. This includes semi-annual reviews of the budget to make adjustments when needed.
- Ensuring surveyors remain accountable for following their assigned budgets.

Project Coordinator is responsible for:

- Supporting the Project Manager in the above tasks.
- Assisting surveyors in finding local equipment rentals and booking travel when needed.
- Reviewing expense line items and Ramp receipts for accuracy and completeness.
- Ensure surveyors are booking within the 1-business day timeframe.

7. Compliance

Failure to communicate with the Project manager before exceeding a budget may result in disciplinary action. All surveyors are expected to follow this policy in good faith and maintain transparency regarding travel expenditures. This document functions within the limits of the company travel policy. All FSU employees are required to follow the *Field Services Unlimited LLC Travel and Expense Policy* in addition to this document.

8. Policy Updates

This protocol is subject to revision as travel costs and inflation change over time. Any updates or budget adjustments will be communicated to all surveyors as soon as they take effect.

Approved by: Mallory Wharton, Project Manager

Signature: *Mallory Wharton*

Date: 10/31/25

Acknowledged by (Printed Name) : _____

Surveyor Signature: _____

Date: _____