

Tier 3 Travel for Store Employees

Please make sure you are aware of [Helzberg's Travel Policy](#) along with the following to limit misunderstandings and ensure a smooth process for the traveler and travel auditor.

- CALL Acendas to book your flight or car rental**
 - Acendas Corporate Agents can be reached at **913-586-7849**
 - **IMPORTANT!** Inform the Agent you are with **Helzberg Diamonds**: group name = **Tier 3 | Advanced Management Readiness**, so they put you in the correct booking group.
 - Your arrival flight should be the **earliest** possible time on the Sunday before training to avoid delays which may require cancelling the training.
 - If you have any issues creating the flight reservation, contact Travel@helzberg.com
 - Review your travel itinerary once it has been emailed to you from Acendas to confirm your booking.

- Before Traveling**
 - Review the [Helzberg's Travel Policy](#) to know what expenses are covered and what aren't.

- During and After Traveling**
 - Keep all receipts from your work trip.
 - Complete a store expense report form for each week that travel occurred: [Store Expense Report](#)
 - Submit the expense report form and all required receipts to Travel@helzberg.com via fax or email **within 30 days** from the end of your travel.

- Expenses not covered under the current [Helzberg's Travel Policy](#) will not be reimbursed

Contacts

- Questions **during** SSC Business Hours: Travel@helzberg.com
- Questions specific to your travel: Acendas
913-586-7849 - Acendas Corporate Agents
7:00am-7:00pm CST, M-F or reservations@acendas.com