



sirius video
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General Travel Policy

Client will be responsible for airfare, accommodations, rental car, baggage expense, tips, and airport and other parking expenses unless otherwise agreed.

Client will provide per diem of 48.00 per day per person including travel days, except in cities that the IRS deems "high cost" cities, where per diem or other expense arrangements will be agreed to in advance.

Crew will be responsible for meals and other incidental expenses including telephone and laundry if per diem is paid, otherwise client is responsible for these expenses as well.

Travel Only

Travel only days are billed at 50% of the full day rate for crew and equipment.

Hours are calculated beginning one hour prior to scheduled departure time and ending upon arrival at hotel.

When travel time exceeds five hours, the full day rate applies to crew only.

Hours in excess of ten hours will be subject to overtime.

Travel /Work

Travel/Work days are billed at the standard day rate for crew and equipment.

Hours are calculated beginning one hour prior to scheduled departure time and ending upon check in at hotel at the end of the workday.

Hours in excess of ten hours will be subject to over time.

Work/Travel

Work /Travel days are billed at the standard day rate for crew and equipment.

Hours are calculated from the beginning of the workday with initial departure from hotel and ending one hour after airport arrival time.

Hours in excess of ten hours will be subject to over time.