

LASSO Marketplace Expense Submission

Expenses must be pre-approved by the Marketplace Specialist. Pre-approved expenses will need to be submitted along with a receipt to expenses@lasso.io within **3 days from the completion of the event**. Late reporting or submission may result in non-payment of the expense. LASSO Marketplace will do their best to reimburse for approved expenses within two weeks from submission.

Expenses may be submitted one of two ways -

- **Excel Expense Sheet** & submit via email to expenses@lasso.io
 - This method is best if you have multiple expenses for the same event.
- **Expense Form:** <https://mpcrew.lasso.io/expenses>
 - This method is great for one-off expenses or for submitting expenses for multiple
 - events.

When submitting for the following –

Per Diems

- Submit all days as one line item. For example, 4 days @ \$50/day = \$200
 - If a rate was set by a client, submit using set rate.
 - The online form requires a photo to submit – feel free to use a screenshot of the email or a picture of a dog. LASSO loves dogs!
 - If no rate is set, refer to the GSA.gov website: <https://www.gsa.gov/travel/plan-book/per-diem-rates> & search for the city where the event is held.
 - Please use screenshot as a receipt when submitting.

Airfare

- Must be the complete airfare itinerary showing payment processed
- We cannot accept confirmation emails

Mileage

- When driving long distances (over 60 miles) to your event, you will be compensated for mileage based on the government mileage reimbursement rate.
- Must include a mileage map that confirms number of miles expensed.
- 2023 mileage rate is 65.5 cents per mile, per the IRS.gov website

Parking

- Must have receipts for parking, we cannot accept a banking or credit card statement
- If reimbursing more multiple days of parking for the same rate, may submit as one line item. 3 days @ \$10/day = \$30

For any expenses that have been given special approval, please provide the documentation for such approval.

Full list of reimbursable & non-reimbursable expenses below:

Reimbursable Expenses	Non-Reimbursable Expenses
Pre-approved transportation to and from your home airport	Hotel internet
Pre-approved transportation from airport to and from event location	Movie rentals
Pre-approved off -site airport parking	Valet and bellman fees
Pre-approved event parking	Meals or alcohol
Gas for your show site rental car (if applicable)	Tips
Hotel self- parking when not part of the hotel folio	Entertainment
1 st bag luggage charges if not flying on your preferred airline	Incidentals
Pre-approved 2 nd bag luggage charges for equipment or tools or for trips more than 10 days	Travel change fees not pre-approved by LASSO Marketplace in advance
Pre-approved out of pocket expenses for show related materials	Travel Upgrade fees
Mileage if applicable	Clothing, including rain gear, coats, work boots and other miscellaneous items

For items not listed, please consult your Marketplace Specialist for exceptions.