

## Award Trip FAQs and Guidelines

**Q Does the employee with an award eligible for a trip have to take the trip?**

**A** No, there is a cash-out option, however, taking the trip is encouraged. Employees initiate their trip request redemption by completing the [Award Trip Request](#) form.

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**Q Is there a cash-out option on Club, Regional Manager of the Year, and Tahoe awards?**

**A** Yes, the cash-out value for a Tahoe award is \$3,000 less supplemental taxes. All other awards, the employee will receive the full value of the award; Discount Tire pays the taxes on behalf of the employee and the value will be reported as taxable income on their W2 for that year. Employees initiate their cash-out request redemption by completing the [Award Cash-Out Request](#) form.

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**Q Does the employee receive award trip days when taking a trip?**

**A** Yes, employees are given five award trip days. When redeeming more than one award at the same time, a maximum of ten award trip days will be awarded and must be taken consecutively; any award trip days in excess will be forfeited. PTO days may be used in conjunction with award trip days but may not exceed ten days in combination at one time.

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**Q If the employee cashes the award out, do they still receive award trip days?**

**A** Yes, however the award trip days must be utilized within ninety days of the award cash-out and must be taken consecutively. When redeeming more than one award at the same time, a maximum of ten award trip days will be awarded; any award trip days in excess will be forfeited. PTO days may be used in conjunction with award trip days but may not exceed ten days in combination at one time.

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**Q How long does the employee have to take the trip or cash-out?**

**A** All awards have a five year expiration date. Any awards open as of 3/1/22 will have an expiration date of 3/1/27. Any awards received 3/1/22 or after will expire five years from the date received. Expired awards will be automatically processed for cash-out.

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**Q What if the employee wants to take a trip to a destination not listed on the award certificate?**

**A** The employee will need to cash-out the award and book a trip on their own to their preferred destination.

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**Q What if the employee wants to take a trip to a destination with a travel advisory issued by the U.S. Department of State?**

**A** It is highly recommended employees follow the advisory, however, the employee can cash-out the award and book a trip on their own to their preferred destination.

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**Q Why does the cost of trips being booked through DT seem higher than the internet?**

**A** DT does not book through the internet due to the questionable stability of the companies advertising on the internet. Additionally, travel insurance is purchased for all award trips, which is included in the cost of the trip.

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**Q Is a passport needed?**

**A** A passport is not required for United States citizens for travel within the United States, however, for travel outside the United States, a valid passport is required, which includes the Caribbean and Canada..

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**Q Does DT pay for the cost of passports for the employee and their family members?**

A No, the passport fees are the financial responsibility of the employee.

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**Q When should the employee submit their award trip request?**

A As soon as possible, but a minimum of at least 30-days in advance; a valid passport must be in hand if travel is outside the United States. All trip requests must be initiated by completing the [Award Trip Request](#) form.

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**Q What is included in the trip awards?**

A Coach airfare for two, mid-range hotel room category, and, if applicable, an intermediate rental car.

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**Q Is food included with these trips?**

A No, food is not included, unless already included in the cruise fare or all-inclusive resort.

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**Q Are excursions included with these award trips?**

A No, the cost of excursions are not included with award trips.

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**Q Can the Travel Department book my excursions?**

A No, the employee can book the excursions online or upon arrival at their destination.

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**Q What if the employee wants to take more than two people on their award trip?**

A The employee can add immediate family members to the trip and the additional cost would be the employee's responsibility. The Travel Department will advise the additional cost and the employee will pay via credit card at the time of booking.

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**Q Can the employee pay DT for the extra charges via payroll deduction?**

A No, the employee cannot pay for extra charges via payroll deduction, a personal credit card will be required for the additional cost at the time of booking.

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**Q Can the employee use their spouse's benefits if they work for an airline, hotel, etc.? (i.e. free ticket, first class upgrades, etc.)**

A Cashing-out the award is the best solution for deviating from the trip award; it allows the employee to take advantage of the perks/benefits that their spouse may receive.

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**Q Can the employee upgrade the car rental to a convertible, jeep, or other specialty vehicle?**

A Yes, however the additional cost would be at the employee's expense. The Travel Department will advise the additional cost and the employee will pay via a personal credit card at the time of booking.

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**Q Can the employee upgrade the hotel room to a better room category?**

A Yes, however the additional cost would be at the employee's expense. The Travel Department will advise the additional cost and the employee will pay via a personal credit card at the time of booking.

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**Q Can the employee upgrade their airline ticket to first class?**

A Yes, however the additional cost would be at the employee's expense. The Travel Department will advise the additional cost and the employee will pay via a personal credit card at the time of booking.

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**Q Are condominiums available to our employees with these trips?**

A Yes, there is a small inventory of condominiums available, that the Travel Department will secure upon request and compare to the price of a regular hotel room. The Travel Department will advise the additional cost and the employee will pay via a personal credit card at the time of booking.

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**Q What is the name of the hotel DT uses in Hawaii?**

A The hotels DT use vary, based on availability and other variables. Once the employee knows which island they want to travel to and has the travel dates, the Travel Department will advise the name of the hotel.

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**Q If the employee has a timeshare they want to use instead of the hotel, can they do that?**

A Yes, but the employee will need to cash-out the award as the award trips DT books are a tour package, which does not include timeshares.

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**Q Is an employee allowed to extend their trip?**

A Yes, however the additional cost would be at the employee's expense. The Travel Department will advise the additional cost and the employee will pay via a personal credit card at the time of booking. Employees are given five award trip days. PTO days may be used in conjunction with award trip days but may not exceed ten days in combination at one time.

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**Q Can the employee change the name of the person traveling with them?**

A No, the employee must be certain of their travel companion, as well as their legal name as it appears on their government issued identification. Airline tickets are non-transferable and non-changeable. If another airline ticket must be purchased for a different companion, the additional cost will be at the employee's expense.

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**Q Does the employee need a major credit card?**

A Yes, hotels and cruise lines will require a credit card for incidentals at check-in. If a rental car is included in the tour package, the traveler who the rental reservation is confirmed under must show a credit card to the rental car company. The hotel, cruise line, and rental car company will place a funds hold on the credit card.

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**Q How does DT pay for these trips?**

A DT uses the Regional VP's corporate card as form of payment for award trips.

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**Q Does DT get a discount on the trips that we book?**

A DT does receive a backend rebate.

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**Q Can a terminated employee still take the trip if they are no longer employed by Discount Tire?**

A No, only active employees are eligible for these trips.

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**Q Is the employee given spending money from DT for this trip?**

A No, the employee is not given spending money.

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**Q Why does DT purchase the travel insurance?**

A The insurance protects DT's money, in the event the employee needs to make a schedule change, or is injured, change the dates, etc. This does not cover name changes.

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**Q Can an employee give their trip away to another employee?**

A Any award transfers between employees must be approved by the Regional VP.

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