



## **2023 FAQ**

## **Expense Reports**

Don't forget to Submit your CKO Travel Expenses

- 1. Submit your CKO expenses on a separate CKO report.
- 2. Please make sure to insert a comment on every expense line "CKO Travel / Parking", etc.
- 3. Add "CKO" to the end of your report name, for example, CHER20190223-CKO.
- 4. Please select location: Corporate Corporate Operations.

Please direct any questions to payroll@guidepointsecurity.com