

EMPX Travel Policy

Purpose

To provide guidelines for business travel to ensure safety, cost-effectiveness, and compliance with company standards.

Scope

This policy applies to all employees of EMPX who are required to travel for business purposes.

Travel Authorization

All business travel must be pre-approved by the employee's manager.

Travel requests should be submitted at least two weeks in advance.

Booking Travel

Employees should use the company's preferred travel agency or online booking tool.

Economy class should be used for all flights under 6 hours. Business class may be used for flights over 6 hours with prior approval.

Accommodation

Employees should stay in mid-range hotels unless otherwise approved.

The company will cover the cost of standard rooms. Any upgrades are at the employee's expense.

Transportation

Employees are encouraged to use public transportation or company-approved car services.

Rental cars should be booked through the company's preferred vendors.

Meals and Entertainment

The company will reimburse reasonable meal expenses. Receipts are required for all expenses.

Alcoholic beverages will not be reimbursed.

Expense Reporting

All expenses must be reported within 30 days of the trip.

Receipts must be attached to the expense report.

Health and Safety

Employees should follow all local health and safety guidelines.

The company provides travel insurance for all business trips.

Non-Compliance

Non-compliance with this policy may result in disciplinary action.