**Company Travel Policy**

**1. Purpose:**

This Company Travel Policy outlines the guidelines and procedures for employees undertaking business-related travel on behalf of the company. The primary goal is to ensure the safety, well-being, and cost-effective management of travel activities.

**2. Authorization:**

All business-related travel must be pre-approved by the respective department head or manager. The approval process includes an assessment of the necessity, budget considerations, and adherence to this travel policy.

**3. Booking and Reservations:**

a. Employees are encouraged to book travel well in advance to secure cost-effective options.

b. All travel arrangements, including flights, accommodation, and transportation, must be made through the company's approved travel booking platform or designated travel agency.

**4. Transportation:**

a. Preferred mode of transportation is economy class for flights and standard class for other means of transportation.

b. Rental cars should be used sparingly, with consideration given to alternative transportation options.

**5. Accommodation:**

a. Employees are expected to stay in company-approved hotels or accommodations.

b. Accommodations should be reasonable and within the established per diem limits for the specific location.

**6. Per Diem and Expenses:**

a. Employees will be reimbursed for reasonable and necessary expenses incurred during business travel.

b. Per diem rates will be provided based on the location and in accordance with the company's reimbursement policy.

**7. Expense Reporting:**

a. All expenses must be accurately documented and submitted promptly upon return.

b. Original receipts, boarding passes, and other supporting documentation must be attached to the expense report.

**8. Travel Insurance:**

a. The company will provide travel insurance coverage for employees during business trips.

b. Employees should familiarize themselves with the coverage details and report any incidents promptly.

**9. Safety and Security:**

a. Employees should prioritize their safety and adhere to local laws and regulations.

b. In the event of an emergency, employees must contact the designated emergency contact and follow company protocols.

**10. Compliance:**

a. Employees are expected to comply with all aspects of this travel policy.

b. Non-compliance may result in the denial of reimbursement and disciplinary action.

**11. Review and Updates:**

This travel policy will be periodically reviewed and updated as necessary. Employees will be notified of any changes.

*Acknowledgment:*

By undertaking business travel, employees acknowledge their understanding and acceptance of this Company Travel Policy.