**Travel Policy**

**INTRODUCTION**

When an employee travels for company-related tasks, it is [Company Name’s] responsibility to provide them with safe and reliable travel arrangements. Our Company’s Travel Policy specifies the terms and parameters of a paid company trip.

**PURPOSE**

The purpose of this policy is to:

(a) describe the approval and remuneration process for travel arrangements and expenses;

(b) list company-paid travel expenses; and

(c) establish protocols to monitor the travel arrangement process.

**SCOPE**

This policy is for all the employees of [Company Name]. In this policy, 'travel' refers to a business trip to a city other than the one you are currently in. We also include any car, train, or bus trip that lasts more than [number of hours].

This policy does not cover work-related daily commutes to and from the office. We reimburse commute expenses in accordance with the terms of each employee's contract or agreement with our company.

**APPROVAL AND REMUNERATION**

Depending on the circumstances and the required travel arrangement time period, all business travel arrangements must be approved by the management at least [number of weeks/months] before the expected travel date. Employees are not allowed to make their own travel arrangements.

Employees are expected to submit a Travel Expense Report within [number of days/weeks] of their return to work. Employees must include all company-paid and personal expenses on the Travel Expense Report. The finance department is in charge of reviewing the Travel Expense Report and processing reimbursement payments.

**ARRANGEMENTS OF TRAVELING**

Employees of [Company name] are entitled to a company-paid travel ticket for whatever mode of transportation they require, including a return plane, boat, train, or coach ticket, [number] meals, and [number of luggage] luggage. Employees will be able to use a company-paid cab service to and from the airport, hotel, and business site while on the road. If an employee needs to travel for personal reasons, he or she will be responsible for the cost of the trip.

**ACCOMODATION**

When traveling for business, [Company name] personnel are allowed to stay at a [number of stars][type of accommodation]. The financial manager is in charge of reserving and paying for an employee's [kind of accommodation].

**OTHER EXPENSES**

[Company personnel] will be compensated up to [Rs/meal amount] per meal for [number of meals] lunches and [number of meals] dinners. If a [business name] employee hosts a client, the entire lunch will be compensated. Furthermore, if an employee needs a meeting, boardroom, or conference room while traveling, [business name] will book and pay for the facility.

**TRAVELING WITH A NON-EMPLOYEE**

Our policy permits you to share a corporate-booked hotel with a partner, friend, or family member as long as it does not result in additional costs for our firm. You can, for example, host your spouse, friend, or family member if we've already reserved a place for you with appropriate space. Keep in mind that you will be held liable for any expenses or damages incurred by this person.

For the duration of the trip, we will not refund any expenses for your companion. The lone exception is taxi fares, which are not affected by the number of passengers.

**TRAVEL OUTSIDE THE COUNTRY**

[Company name] is financially liable for all travel arrangements, including lodging, transportation, visas, travel insurance, and medical expenses, if employees are compelled to go outside of the country for business. International business visits must be approved at least [number of months] months prior to the anticipated departure date. Before and after the trip, the finance department must file a Travel Expense Report. Before and after the trip, at least two senior officials must sign both reports.

**WHAT YOU SHOULD DO**

When traveling for business, we ask that you use your best judgment. Don't spend too much money on food and drinks. Always request receipts and keep track of them.

Within [two months] of returning from your trip, report all expenses to our expense software. If you have a valid cause for not submitting expenses within that time frame, speak with your manager. They'll be the ones to authorize your reimbursement expenses. After your boss approves, you'll get the money with your next paycheck.

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