

# GlobalCorp Travel and Expense (T&E) Policy Manual

**Effective Date:** January 1, 2026

**Scope:** Global (All Subsidiaries and Affiliates)

**Version:** 4.2

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## 1. Introduction and Purpose

GlobalCorp is committed to fostering a culture of accountability and fiscal responsibility. This Travel and Expense (T&E) Policy provides clear guidelines for employees traveling on official company business.

The primary objectives are to:

- Ensure the safety and well-being of our employees.
- Standardize expense reporting across all international regions.
- Maintain compliance with local tax laws and international anti-corruption standards.
- Optimize company resources by controlling operational costs.

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## 2. General Principles

All business travel must be pre-approved and serve a specific business purpose. Employees are expected to exercise "prudent judgment"—spending company money with the same care they would their own.

### 2.1 The "Reasonable Person" Rule

If an expense is not explicitly covered in this manual, the "Reasonable Person" rule applies: Is the expense necessary for business? Is the amount moderate? Is there a cheaper, equally effective alternative?

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## 3. Air Travel Policy

GlobalCorp prioritizes safety and cost-efficiency. All flights must be booked through the **GlobalCorp Travel Portal** at least 14 days in advance.

### 3.1 Class of Service

The class of service is determined by the duration of the flight and the employee's seniority level:

Flight Duration	Standard Employees	Executive Leadership (VP+)
Under 6 Hours	Economy / Premium Economy	Economy / Premium Economy
Over 6 Hours	Economy / Premium Economy	Business Class
Over 10 Hours	Premium Economy	Business Class

- Upgrades:** Employees may upgrade using personal frequent flyer miles or at their own expense. Company-funded upgrades are only permitted for documented medical reasons.
- Ancillary Fees:** The company will reimburse one checked bag and standard seat selection fees. GlobalCorp will not reimburse "Priority Boarding" or "Lounge Access" for Economy tickets unless pre-approved by a Department Head.

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## 4. Lodging and Accommodations

GlobalCorp maintains partnerships with global hotel chains to ensure safety and consistent pricing.

### 4.1 Hotel Categories

- Standard:** 3-star or 4-star business-class hotels (e.g., Marriott, Hilton, NH Hotels).
- Luxury:** 5-star hotels are strictly prohibited unless they are the designated venue for a conference or no other options are available within a 10km radius.

### 4.2 Maximum Nightly Rates

Employees should not exceed the following nightly caps (excluding taxes):

- New York / London / Zurich:** \$350 / £280 / 320 CHF
- Madrid / Berlin / Paris:** €180 / €200 / €220
- Mumbai / Mexico City / Bogota:** \$120 USD equivalent

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## 5. Meals and Incidental Expenses

GlobalCorp utilizes a **reimbursement-on-actuals** model rather than a flat per diem. Receipts are mandatory for all meal claims.

### 5.1 Daily Meal Limits by Country

Limits include breakfast, lunch, dinner, and tips. Amounts are "per person."

Country	Breakfast	Lunch	Dinner	Daily Max
USA	\$25	\$35	\$60	\$120
Spain	€15	€25	€50	€90
Switzerland	30 CHF	45 CHF	80 CHF	155 CHF
UK	£20	£30	£55	£105
Japan	¥3,000	¥5,000	¥9,000	¥17,000
Brazil	R\$ 60	R\$ 100	R\$ 180	R\$ 340

## 5.2 Alcohol Policy

GlobalCorp will reimburse a maximum of two alcoholic beverages (beer or wine) when consumed with a business dinner. Spirits and excessive alcohol consumption are not reimbursable.

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## 6. Ground Transportation

- **Public Transport:** Employees are encouraged to use trains or subways in cities with efficient infrastructure (e.g., London, Tokyo, NYC).
- **Rideshare/Taxis:** Uber (Standard/X), Lyft, and licensed taxis are permitted. "Black" or "Luxury" car services are prohibited.
- **Car Rentals:** Compact or Intermediate cars are the standard. Premium/SUV rentals require justification (e.g., group travel or extreme weather).

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## 7. Reimbursable vs. Non-Reimbursable Expenses

### 7.1 Reimbursable (Green Light)

- Business-related phone calls and Wi-Fi.
- Visa fees and mandatory vaccinations for business travel.
- Laundry services for trips exceeding 5 consecutive nights.
- Currency exchange fees.

## 7.2 Non-Reimbursable (Red Light)

- Mini-bar snacks or "In-room" movies.
  - Traffic fines, parking tickets, or speeding penalties.
  - Personal grooming (haircuts, spa treatments).
  - Clothing or luggage purchased for the trip.
  - Spouse or partner travel costs.
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## 8. Business Entertainment

Entertainment of clients (meals, events) must have a clear business objective.

- **Pre-approval:** Any entertainment event expected to exceed \$500 requires VP-level approval.
  - **Documentation:** Receipts must include the names and titles of all attendees and the business topic discussed.
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## 9. Approval and Reimbursement Process

1. **Submission:** Expenses must be submitted via the **Expensify** app within 30 days of the trip's conclusion.
  2. **Documentation:** Digital copies of receipts are required for all items over \$10.
  3. **Audit:** The Finance Department audits 100% of reports exceeding \$2,000 and a random 20% of smaller reports.
  4. **Payment:** Validated expenses will be reimbursed via payroll within 10 business days.
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## 10. Compliance and Fraud Prevention

GlobalCorp maintains a zero-tolerance policy regarding financial misconduct.

### 10.1 Definitions of Fraud

- Submitting "inflated" or "fictitious" receipts.
- Claiming personal expenses as business expenses.
- Double-dipping (claiming an expense from the company and a client).
- Altering receipt dates or amounts.

### 10.2 Sanctions

Violations of this policy will result in disciplinary action, which may include:

- **Level 1:** Formal warning and mandatory re-training (for minor/accidental errors).
  - **Level 2:** Suspension of corporate credit card and repayment of funds (for repeated negligence).
  - **Level 3: Termination of employment** and potential legal action (for intentional fraud or embezzlement).
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## 11. Contact Information

For questions regarding the GlobalCorp T&E Policy, please contact the **Global Travel Desk** at [travel-support@globalcorp.com](mailto:travel-support@globalcorp.com).

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**Note:** This policy is subject to change based on global economic shifts.  
Employees will be notified 30 days prior to any limit adjustments.