

GlobalCorp Travel and Expense (T&E) Policy Manual

Effective Date: January 1, 2026

Scope: Global (All Subsidiaries and Affiliates)

Version: 4.2

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.

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?

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.

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

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.

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).

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.

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