

## Company Remote Work and Travel Policy

### 1. Remote Work Policy:

All full-time employees are eligible for remote work, subject to manager approval.

Contractors are not allowed to work remotely unless explicitly stated in the agreement.

Remote work must align with standard business hours and maintain productivity expectations.

### 2. Travel Reimbursement Policy:

Employees must submit travel expense reports within 14 days of return.

Only pre-approved business travel expenses are eligible for reimbursement.

International travel requires executive-level approval and must follow visa compliance guidelines.

### 3. Equipment Usage:

All remote employees must use company-approved VPNs and endpoint protection tools.

Devices must be secured, and data encryption is mandatory for sensitive files.

Please refer to the HR portal for detailed documentation or contact [hr@company.com](mailto:hr@company.com).