

## ➔ Business Travel Policy and Guidelines

Business travel is an important part of our company's operations.

To ensure efficiency, safety, and responsible use of resources, all employees are expected to follow the guidelines below when planning and conducting business trips.

### 1. Travel approval

All business trips must be approved in advance by a direct supervisor or department head.

Employees should provide details about the destination, purpose, and estimated costs.

### 2. Booking and transportation

Use the company's preferred travel partners whenever possible.

Choose economical transportation options and book in advance to secure lower fares.

Business-class tickets may only be approved for long-haul flights exceeding six hours.

### 3. Accommodation

Select mid-range hotels that meet company safety and hygiene standards.

Luxury hotels should only be used when necessary for business purposes (e.g., client hosting).

All bookings should be made through the designated company platform.

### 4. Daily expenses and meals

Employees will be reimbursed for reasonable meal and transport costs.

Personal expenses such as entertainment, alcohol, or mini-bar items are not covered.

Receipts must be retained for all reimbursable purchases.

### 5. Health, safety, and conduct

During business trips, employees represent the company.

Maintain professional behavior at all times, follow local laws, and prioritize safety.

Report any incidents, accidents, or security issues to your manager immediately.

### 6. Sustainable travel

Whenever feasible, consider alternatives to travel such as video conferencing.

When travel is necessary, choose direct routes and environmentally responsible options.

### 7. Post-travel reporting

Within five business days of returning, submit a brief summary of the trip's outcomes and attach all relevant receipts and documents to your expense report.

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Creating a consistent and responsible approach to business travel helps the company manage costs, protect employees, and ensure all trips contribute effectively to organizational goals.