

Travel Reimbursement Policy

Document ID: HR-TRV-001 **Effective Date:** January 1, 2024 **Last Updated:** February 2024 **Owner:** Finance & People Operations **Applies To:** All Employees

Purpose

This policy establishes guidelines for business travel and reimbursement of travel expenses to ensure fair, consistent treatment while maintaining fiscal responsibility.

Scope

This policy covers:

- All business-related travel - Domestic and international travel
- Travel for customer meetings, conferences, team offsites, and training

Travel Authorization

Pre-Approval Requirements

Travel Type	Approval Required
Domestic travel	Manager approval
International travel	Manager + VP approval
Conferences/training	Manager + budget confirmation
Customer visits	Manager approval
Team offsites	Director approval + budget

Booking Requirements

All travel must be booked through Navan (formerly TripActions):

- Access: app.navan.com - Use NovaTech email to sign in - Bookings outside Navan require VP approval

Transportation

Air Travel

Class of Service: | Flight Duration | Class | |————|——| | Under 6 hours | Economy | | 6+ hours | Premium Economy (if available) | | 8+ hours (International) | Business Class (with VP approval) |

Advance Booking: - Book at least 14 days in advance when possible - Last-minute travel (under 7 days) requires manager approval

Airline Selection: - Use Navan's recommended options for best value - Personal airline preferences permitted if cost is within 10% - Miles and status benefits are yours to keep

Ground Transportation

Approved: - Rental cars (compact/mid-size standard) - Rideshare (Uber, Lyft)
- Taxis - Public transit - Hotel shuttles

Guidelines: - Use rideshare over taxi when available (cost savings) - Rental car upgrades at employee expense - Toll fees and parking reimbursable - Gas for rental cars reimbursable

Not Approved: - Limousine services - Luxury vehicle rentals - Personal vehicle mileage (except when specifically approved)

Personal Vehicle

When approved for personal vehicle use: - Mileage rate: IRS standard rate (currently \$0.67/mile) - Must have valid insurance - Trip must be logged with origin/destination

Lodging

Hotel Policy

Standards: - 3-4 star hotels - Reasonable proximity to business location - Safety and security prioritized

Daily Limits: | Location Type | Max Per Night | |————|——| | Standard US cities | \$200 | | High-cost US cities (NYC, SF, Boston, DC) | \$350 | | International (varies) | See per-location guide |

Booking: - Use Navan for negotiated rates - Non-Navan bookings require explanation

Allowed: - WiFi charges - Parking (when driving) - Business center fees

Not Allowed: - Room upgrades (unless free) - Mini-bar purchases - In-room movies - Personal items from hotel shop

Alternative Lodging

Airbnb/VRBO permitted when: - More economical than hotels - Appropriate for business context - Safety standards met - Receipt obtainable

Meals

Daily Limits

Location	Daily Max
Domestic (standard)	\$75
High-cost cities	\$100
International	Varies by country

Guidelines

- Actual costs reimbursed (not per diem)
- Receipts required for meals over \$25
- Alcohol limited to reasonable amounts with meals
- Tips included in meal limit (15-20%)

Team Meals

When expensing meals with colleagues: - Manager level or above should expense
- Include names of all attendees - Business purpose required

Client Entertainment

- Pre-approval required for client entertainment over \$100/person
 - Detailed receipt with attendee names
 - Business purpose documentation
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International Travel

Additional Requirements

- VP approval required
- Travel safety review for certain destinations
- Notify IT for international device security

Per Diem by Region

Actual costs reimbursed up to these daily limits:

Region	Lodging	Meals
Western Europe	\$350	\$120
UK/Ireland	\$400	\$130
Japan	\$400	\$150
India	\$200	\$60
Australia	\$350	\$120

Required Documentation

- Passport copy on file
- Visa documentation (if required)
- Travel insurance confirmation
- Emergency contact information

Currency and Exchange

- Use corporate card for best exchange rates
- Keep receipts in local currency
- Report expenses in USD (Ramp converts automatically)

Conference and Training Travel

Covered Expenses

- Registration fees (pre-approved)
- Travel and lodging per this policy
- Meals during conference
- Reasonable networking events

Not Covered

- Optional social events (unless approved)
 - Family member travel
 - Personal excursions
 - Non-work-related activities
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Team Offsite Travel

Company-Sponsored Offsites

For quarterly team offsites and annual company offsite:

- Travel booked through designated coordinator
- Lodging arranged by company
- Incidentals covered per policy

Team-Initiated Offsites

For team-organized gatherings:

- Require director approval and budget
- Follow standard travel policy
- Book through Navan

Expense Reporting

Submission Requirements

Timeline:

- Submit within 14 days of trip completion
- Year-end travel must be submitted by January 15

Documentation:

- All receipts required
- Business purpose for each expense
- Attendee names for meals/entertainment

Process

1. Return from travel
 2. Upload receipts to Ramp
 3. Categorize expenses correctly
 4. Add trip details and business purpose
 5. Submit for approval
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Non-Reimbursable Expenses

- Personal travel extensions
 - Family member travel (unless pre-approved)
 - Traffic violations or parking tickets
 - Flight change fees (personal reasons)
 - Airline club memberships
 - Travel insurance (covered by company)
 - Laundry (trips under 5 days)
 - Personal entertainment
 - Excessive mini-bar charges
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Travel Safety

Requirements

- Register trips in travel safety system
- Follow travel advisories
- Have emergency contact information
- Know local emergency procedures

Restricted Destinations

Some destinations require additional approval: - Check travel advisory status - Security review may be required - Consider alternatives when possible

Medical Emergencies

- Company travel insurance covers medical emergencies
 - Contact assistance line: +1-800-XXX-XXXX
 - Keep insurance card accessible
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Exceptions

Exceptions to this policy require: - Written request with justification - VP approval - Documentation in expense report

Policy Violations

Violations may result in: - Expense claim denial - Required repayment - Disciplinary action - Travel privilege suspension

Questions

Contact: - Finance: expenses@novatech.com - Slack: #finance-help - Manager for approval questions

Related Documents: Expense Policy (FIN-EXP-001), Corporate Card Policy (FIN-CC-001), International Travel Guide (HR-TRV-005)