Travel & Expense Policy

Version: 2025-01

Company: [NMT]

Region: Global (EN)

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1. Purpose and Scope

1.1 Purpose
The Travel & Expense Policy outlines the guidelines for business travel and related expenses incurred by employees of NMT. This policy ensures that travel is conducted in a cost-effective, fair, and compliant manner while promoting sustainability.

1.2 Scope
This policy applies to all employees traveling for business purposes, regardless of location.

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2. General Principles

2.1 Cost-Effectiveness
Employees must make travel arrangements that are economical and provide value to the company.

2.2 Fairness
All employees should be treated equitably in travel and expense reimbursements.

2.3 Compliance
Employees must follow all local, regional, and international travel-related laws and regulations.

2.4 Sustainability
Employees are encouraged to choose eco-friendly travel options and avoid short-haul flights when reasonable alternatives exist.

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3. Roles and Responsibilities

3.1 **Employees**
• Understand and follow this policy.
• Obtain necessary approvals.
• Submit accurate and complete expense reports.

3.2 **Managers**
• Pre-approve travel requests.
• Ensure policy compliance.
• Review submitted expense reports.

3.3 **Finance / HR**
• Process reimbursements and maintain records.
• Support employees with policy-related inquiries.

3.4 **Travel Desk**
• Assist with travel arrangements and preferred vendor bookings.
• Provide travel-related information and support.

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4. Pre-Approval Process

4.1 **Booking System**
All travel arrangements must be made through the designated booking system.

4.2 **Manager Approval**
Written approval from the employee's direct manager is required before booking travel.

4.3 **Timelines**
Approval requests should be submitted at least two weeks before the planned travel date.

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5. Booking Rules

5.1 **Preferred Vendors**
Employees should use preferred vendors for flights, hotels, and car rentals.

5.2 **Flights**
• Book flights at least 14 days in advance.
• Economy class is standard for domestic flights.

5.3 **Hotels**
Employees should choose accommodations within NMT's preferred hotel network unless otherwise approved.

5.4 **Car Rentals**
• Use preferred rental agencies.
• Select compact or economy vehicles unless business needs require larger vehicles.

5.5 **Trains**
Train travel should be booked in advance and is generally reimbursed at economy rates.

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6. Class of Travel

6.1 **Economy Class**
Required for all domestic and international flights under 6 hours.

6.2 **Business Class**
Permitted only for international flights over 6 hours or with managerial approval.

6.3 **Exceptions**
Exceptions must be justified and documented in the request.

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7. Daily Allowances

7.1 **Meals**
Employees receive a daily meal allowance based on the travel location.

7.2 **Per Diem**
Provided in accordance with NMT's destination-based per diem schedule.

7.3 **Currency Handling**
Employees must retain all currency conversion receipts for reimbursement.

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8. Reimbursable vs. Non-Reimbursable Expenses

8.1 **Reimbursable Expenses**

Expense Type	Examples
Transportation	Airfare, train tickets, car rentals
Accommodation	Hotel stays within policy limits
Meals	Daily meal allowance
Business-related costs	Conference fees, client meals

8.2 **Non-Reimbursable Expenses**

Expense Type	Examples
Personal expenses	Leisure activities, personal meals
Alcohol	Allowed only when part of a business meal
Unapproved upgrades	Class upgrades without approval
Fines	Parking or traffic violations

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9. Deadlines and Process for Submitting Expense Reports

9.1 **Submission Timeline**
Expense reports must be submitted within 30 days after travel is completed.

9.2 **Process**
Employees must complete the expense report form, attach all receipts and documents, and submit it through the expense reporting system.

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10. Required Documentation

10.1 **Receipts**
Original receipts must be attached; digital copies are accepted if originals are lost.

10.2 **Credit Card Statements**
May be submitted as supplementary evidence but cannot replace receipts.

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11. Expense Reporting System

11.1 **Workflow**
Expense reports are routed through the finance department for verification.

11.2 **Service Level Agreement (SLA)**
Reports will be processed within 10 business days.

11.3 **Approvals**
All expense reports require managerial approval.

11.4 **Audits**
Finance reserves the right to audit any submitted reports.

12. Remote Work Travel and Hybrid Work-Related Expenses

Employees working remotely or in hybrid models may incur travel expenses for business-related meetings. These expenses must comply with the Travel & Expense Policy and require prior approval.

13. Travel Safety and Duty of Care

13.1 **Emergency Contacts**
Employees must provide emergency contacts before traveling.

13.2 **Insurance**
NMT provides travel insurance for all approved business travel.

13.3 **Medical**
Employees must ensure they have access to medical care and carry necessary medications.

14. Sustainability Measures

14.1 **Eco-Friendly Choices**
Employees are encouraged to choose environmentally responsible travel options.

14.2 **Limits on Short Flights**
Flights under 3 hours should be avoided when alternatives are practical.

15. Compliance and Consequences of Misuse

Failure to follow this policy may result in disciplinary action, including reimbursement denial or further consequences determined by management.

16. Example Scenario: International Trip Approval Workflow

1. Employee submits a travel request through the booking system.

2. Manager reviews and approves the request.

3. Travel Desk books travel through preferred vendors.

4. Employee completes travel and retains receipts.

5. Employee submits an expense report within 30 days.

6. Finance reviews and processes reimbursement.

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17. Step-by-Step Guide for Filing an Expense Report

1. Gather all receipts and documentation.

2. Complete the expense report form accurately.

3. Attach required documentation.

4. Submit through the expense reporting system.

5. Follow up on approval status.

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18. Example Template for Approval Request

Subject: Travel Approval Request for [Destination]

To: [Manager's Name]
From: [Employee's Name]
Date: [Date]

Details:
• **Purpose of Travel:** [Brief description]
• **Travel Dates:** [Start Date] to [End Date]
• **Estimated Costs:** [Total Estimated Cost]

Request:
I kindly request your approval for the above travel.

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19. Checklist for Employees Before Traveling

• [ ] Obtain manager approval
• [ ] Book travel through the designated system
• [ ] Confirm accommodations
• [ ] Prepare required travel documents
• [ ] Review travel safety and insurance information

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20. FAQ

1. What if I need to change my travel plans?
   • Contact the travel desk.

2. Can I travel with family members?
   • Family travel expenses are not reimbursable.

3. What should I do if I lose a receipt?
   • Submit a declaration explaining the loss.

4. Are tips reimbursable?
   • Yes, within reasonable limits.

5. What if I exceed my budget?
   • Prior approval is required.

6. Can I combine personal and business travel?
   • Yes, but only business-related expenses are reimbursed.

7. How do I handle currency exchange?
   • Retain all conversion receipts.

8. Who can I contact for questions?
   • HR or Finance.

9. Are there limits on meal allowances?
   • Yes, based on company rates.

10. What if my travel is canceled?
    • Notify your manager and the travel desk immediately.