

4. Internal Company Travel Policies for Mars Missions

Subject: *Corporate Guidelines for Martian Business Trips*

To all employees embarking on interplanetary assignments, please adhere to the following policies:

1. **Expense Reports:**

Oxygen tanks are reimbursable, but optional lava-proof boots are not.

2. **Time Off for Space Lag:**

Returning from Mars? You get 1 extra Earth day to adjust. Complaints about “gravity withdrawal” will be ignored.

3. **Alien Client Interaction:**

Maintain professional demeanor, even if the client has more tentacles than expected. Avoid jokes about probing—it’s not funny to them.

4. **Lost Equipment Policy:**

If you lose your company-issued ray gun, you’re paying for it. No exceptions, even if it was sucked into a black hole.

Remember, Martian business trips aren’t just an adventure—they’re a test of your ability to stay calm under *high* pressure. Literally. Enjoy!