

Company Travel Policy

- **Daily Meal Allowance**: \$50/day domestic, \$75/day international
- **Flight Class**: Economy for <10hr flights, Business for >10hr
- **Hotel Budget**: \$200/night maximum

Office Equipment Policy

- **Laptop Replacement**: Every 3 years
- **Phone Allowance**: \$50/month for work-related calls
- **Desk Setup**: Dual monitors provided on request

Leave Policy

- **Bereavement Leave**: 3 days for immediate family
- **Pet Care Leave**: 1 day/year for vet visits