**Company International Travel Expense Policy**

1. **Purpose**

This policy aims to standardize and regulate the reimbursement of expenses incurred during international business travel, ensuring transparency, fairness, and compliance with company guidelines.

1. **Eligible Expenses**

Reimbursable expenses include, but are not limited to:

• **Transportation Costs**: Airfare, train tickets, bus tickets, taxi fares, and public transportation.

• **Accommodation Costs**: Hotel stays and related taxes.

• **Meals**: Food and beverage expenses incurred during the trip.

• **Miscellaneous Expenses**: Communication costs, parking fees, tolls, office supplies, etc.

1. **Expense Limits and Guidelines**

• **Transportation Costs**:

• **Airfare**: Reimbursement is limited to economy class tickets. Employees must provide valid invoices and electronic ticket confirmations. Any additional costs must be covered by the employee.

• **Train Tickets**: Reimbursement is limited to second-class or business class tickets. Employees must provide valid invoices. Any additional costs must be covered by the employee.

• **Bus Tickets**: Actual ticket price is reimbursed. Employees must provide valid invoices.

• **Taxi Fares**: Reimbursement is capped at $30 per day. Employees must provide official receipts and a brief explanation for the taxi use.

• **Public Transportation**: Includes subways, buses, etc., with a daily reimbursement cap of $15. Employees must retain valid tickets or payment records.

• **Accommodation Costs**:

• **Standard Rooms**: Reimbursement is limited to $200 per night for most cities. For major cities like New York, London, Tokyo, etc., the cap is $300 per night. Any amount exceeding these limits must be covered by the employee.

• **Hotel Selection**: Employees are encouraged to book 3-star or above hotels. Employees must provide complete accommodation invoices and bills.

• **Extended Stays**: For long-term travel requiring extended stays, prior approval from the department head is required for any amount exceeding the set limits.

• **Meals**:

• **Daily Limits**: Breakfast - $20, Lunch - $40, Dinner - $60. Any exceptions require prior approval.

• **Receipts**: Employees must provide formal receipts for all meal expenses. If receipts are not available, expenses paid with a company card must be documented with payment records.

• **Miscellaneous Expenses**:

• **Communication Costs**: Includes phone calls, internet fees, etc., with a daily cap of $10. Employees must provide invoices or expense statements.

• **Parking Fees**: Reimbursement is limited to $20 per day, with valid receipts required.

• **Tolls**: Actual costs are reimbursed with valid invoices or receipts.

• **Office Supplies**: Includes printing, copying, etc., with a daily cap of $10. Employees must provide valid receipts.

1. **Reimbursement Process**

1. **Submission**: Employees must submit their reimbursement claims within 10 business days of returning from the trip, using the company’s expense management system. All relevant invoices and documentation must be attached.

2. **Approval**: Claims will be reviewed by the employee’s direct supervisor and the finance department. The finance department will verify compliance with expense limits and company policies.

3. **Payment**: Approved reimbursements will be processed within 15 business days, with payments made via bank transfer.

1. **Important Notes**

• **Invoice Requirements**: All reimbursed expenses must be supported by valid invoices, specifying the expense items and amounts. Electronic invoices are acceptable.

• **Compliance**: All expenses must align with company travel guidelines. Any deviation must be pre-approved.

• **Submission Deadlines**: Claims submitted after the deadline may not be processed. Extensions must be requested in advance.

1. **Policy Violations**

Violations of this policy, including falsification of claims or non-compliance with guidelines, may result in disciplinary action, including warnings, deduction of expenses, or further disciplinary measures, depending on the severity of the violation.

1. **Policy Updates**

This policy is managed by the finance department and may be updated as necessary. Changes will be communicated to all employees in advance and updated in the company’s internal system.