

Global Travel and Entertainment (T&E) Policy

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Department: Finance

1. Purpose

To provide clear guidelines for authorizing, booking, and expensing travel and client entertainment costs, ensuring cost-effectiveness and compliance.

2. Travel Authorization

All business travel, regardless of cost, must be pre-approved by the direct Line Manager using the **Travel Request Form** in the **[HRIS System Name]**.

3. Travel Standards

Category	Standard Policy	Exceptions
Air Travel	Economy Class (Domestic & Regional).	Business Class for international flights exceeding 6 hours, approved by Department Head.
Accommodation	Mid-range, secure hotels (4-star equivalent) with corporate rates, booked via [Approved Travel Agency] .	Must not exceed [USD \$250] per night in major regional cities (e.g., Dubai, Riyadh, Cairo).
Ground Transportation	Taxi, Uber/Careem, or public transport. Rental cars only with explicit pre-approval.	
Per Diem Allowance	[USD \$75] per full day of travel to cover meals and	Per diem is forfeited on days where all meals are

	miscellaneous expenses. No receipts required for per diem.	included in the conference or client event.
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4. Entertainment & Client Gifting

- **Entertainment:** Client meals and entertainment must have a clear business purpose. The expense limit is [USD \$150] per person (including NexaCore employees) per event.
- **Gifting:** Client gifts must be modest and compliant with the **Code of Conduct** ([AED 500] maximum value). Gift receipts must accompany the expense report.

5. Expense Submission

- All expenses must be submitted using the **Expense Reimbursement Form** within [30 days] of the trip end date.
- All receipts must be scanned and attached. Missing receipts may lead to the claim being rejected.
- Personal expenses (e.g., in-room movies, mini-bar) will not be reimbursed.

Violation of this T&E policy may result in non-reimbursement and disciplinary action.