

# Company Travel and Expense Reimbursement Policy

## 1. Purpose

This policy establishes guidelines for business travel expenses and reimbursement procedures to ensure fair compensation while maintaining cost effectiveness.

## 2. Scope

This policy applies to all employees traveling for business purposes, including domestic and international travel.

## 3. General Guidelines

### 3.1 Approval Process

- All business travel must be approved by immediate supervisor
- Trips exceeding \$3,000 require additional approval from department director
- International travel requires executive-level approval
- Travel requests must be submitted at least 2 weeks before departure

### 3.2 Booking Requirements

- All bookings should be made through the company's designated travel platform
- Employees should choose the most economical options available
- Advanced booking (14+ days) is required when possible

## 4. Transportation Allowances

### 4.1 Air Travel

- Economy class for domestic flights under 5 hours
- Economy Plus/Premium Economy allowed for flights over 5 hours
- Business class allowed for flights over 8 hours with executive approval
- Maximum fare limits:
  - Domestic flights: \$800
  - International flights (Asia): \$1,500
  - International flights (Europe): \$1,200
  - International flights (Other): Based on destination

## **4.2 Ground Transportation**

- Personal vehicle: \$0.65 per mile
- Rental car: Up to mid-size vehicle (\$65/day maximum)
- Taxi/Ride-sharing: Maximum \$75 per day
- Public transportation: Actual cost (receipts required)
- Airport parking: Maximum \$25 per day

## **5. Accommodation Allowances**

### **5.1 Hotel Expenses**

- Maximum nightly rates (excluding taxes):
  - Major metropolitan areas: \$300
  - Other domestic locations: \$200
  - International locations: Based on destination
  - Premium locations (NYC, SF, London, Tokyo): \$400
- Room upgrades at personal expense
- Maximum 7-day advanced booking required

### **5.2 Additional Room Charges**

- Internet/Wi-Fi: Covered
- Business center usage: Covered
- Laundry: Covered for trips exceeding 5 days
- Mini-bar and entertainment: Not covered

## **6. Meal Allowances**

### **6.1 Daily Meal Limits (Per Diem)**

- Domestic Travel:
  - Breakfast: \$20
  - Lunch: \$25
  - Dinner: \$45
  - Total daily: \$90
- International Travel:
  - Breakfast: \$25
  - Lunch: \$35
  - Dinner: \$60
  - Total daily: \$120

### **6.2 Business Meals with Clients**

- Maximum per person: \$100
- Requires attendee list and business purpose
- Alcohol limited to 2 drinks per person

## **7. Additional Expenses**

### **7.1 Communication**

- International phone plan: Up to \$10/day
- Wi-Fi expenses: Actual cost
- Emergency communication: Covered

### **7.2 Visa and Immigration**

- Visa fees: Covered
- Passport fees: Not covered
- Vaccination costs: Covered if required for travel

### **7.3 Incidental Expenses**

- Tips: Up to 20% for services
- Currency exchange fees: Covered
- ATM fees: Covered
- Travel insurance: Covered

## **8. Expense Reporting**

### **8.1 Submission Requirements**

- Submit within 14 days of return
- Original receipts required for expenses over \$25
- Credit card statements not accepted as receipts
- Digital copies of receipts acceptable

### **8.2 Documentation Required**

- Itemized receipts
- Business purpose
- Attendee lists for group meals
- Flight boarding passes
- Hotel folio

## **9. Non-Reimbursable Expenses**

- Personal entertainment
- Spouse/family travel expenses
- Room service
- Minibar charges
- Personal care items
- Optional travel insurance
- Traffic violations/parking tickets
- Upgrade fees without approval
- First-class travel

- Personal portions of trips

## **10. Special Circumstances**

### **10.1 Extended Stay**

- Weekend stays allowed if cheaper than weekday flights
- Personal days must be clearly separated
- Additional costs during personal time not covered

### **10.2 Emergency Situations**

- Changes due to business needs: Covered
- Personal emergency changes: Evaluated case by case
- Medical emergencies: Covered under company insurance

## **11. Compliance**

### **11.1 Policy Violations**

- Expenses in violation may not be reimbursed
- Repeated violations subject to disciplinary action
- Fraudulent claims subject to termination

### **11.2 Exceptions**

- Exceptions require written approval from:
  - Department Director (up to 20% over limits)
  - CFO (over 20% of limits)
  - CEO (special circumstances)

## **12. Payment Methods**

### **12.1 Company Credit Cards**

- Available to frequent travelers
- Personal expenses prohibited
- Monthly reconciliation required

### **12.2 Personal Cards**

- Reimbursement via expense report
- Processing time: 5-10 business days
- Direct deposit to employee account

## **13. Policy Review**

- Annual review and updates

- Changes communicated via email
- Training provided for new employees
- Questions directed to Finance Department