

# Company Travel Policy

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## Page 1: Introduction and General Principles

### 1.1. Purpose

This Corporate Travel Policy ("Policy") is designed to provide clear and consistent guidelines for all employees, contractors, and authorized representatives ("Travelers") of [Your Company Name] ("the Company") who undertake business-related travel. The primary objectives of this policy are to ensure the safety and well-being of our travelers, maintain cost-efficiency and control over travel expenditures, and ensure that all travel arrangements are productive and aligned with company goals. This policy also outlines the procedures for the fair and timely reimbursement of travel expenses.

### 1.2. Scope

This policy applies to all domestic and international travel that is authorized and funded by the Company. All Travelers are required to read, understand, and adhere to this policy before, during, and after business travel. Non-compliance may result in delayed reimbursements, non-reimbursement of certain expenses, or disciplinary action.

### 1.3. General Principles

- **Safety First:** The safety and security of our Travelers is the Company's highest priority. Travelers are expected to exercise good judgment and be aware of their surroundings at all times.
- **Cost-Effectiveness:** Travelers and approvers are expected to act responsibly and choose the most economical options that do not compromise safety or business objectives.
- **Productivity:** Travel should be planned to maximize the achievement of business goals.
- **Compliance:** All travel must comply with local and international laws and regulations.

## Page 2: Travel Approval and Booking Procedures

### 2.1. Pre-Travel Authorization

All business travel must be approved in advance. No bookings should be made until

formal approval is received.

1. **Travel Request Form:** The Traveler must complete and submit a "Travel Request Form" (See Appendix A) at least 14 business days prior to departure for domestic travel and 21 business days for international travel.
2. **Justification:** The form must include the purpose of the trip, a detailed itinerary, an estimated budget, and the expected benefits to the Company.
3. **Approval Chain:** The request must be approved by the Traveler's direct Line Manager. For international travel or trips exceeding a pre-defined budget threshold, approval from the respective Head of Department is also required.

## 2.2. Booking Airfare and Accommodation

To leverage corporate rates and ensure traveler safety tracking, all airfare and accommodation must be booked through the Company's designated travel management company (TMC) or the approved online booking tool.

- **Direct Booking:** Direct bookings with airlines or hotels are only permitted in emergency situations or if it can be demonstrated that the direct booking resulted in a significant cost saving of at least 15%. Supporting documentation must be provided with the expense claim.

## 2.3. Approved Class of Travel

The Company will pay for the most logical and direct route. The approved class of travel is as follows:

Transportation Mode	Approved Class (Domestic)	Approved Class (International)	Notes
Air Travel	Economy Class	Premium Economy / Business*	*Business Class is only permitted for flights exceeding 8 hours in duration and requires Director-level approval.
Rail Travel	Business / First Class	Standard / Business Class	Based on the most practical option for the route.
Rental Car	Intermediate / Standard Sedan	Intermediate / Standard Sedan	Luxury or sports vehicles are not permitted.

**Page 3: Accommodation, Meals, and Daily Allowances**

**3.1. Accommodation Standards**

The Company will cover the cost of reasonable accommodation in a standard room at a business-class hotel (typically 3-star or 4-star). Travelers should select hotels that are safe, clean, and conveniently located for their business appointments.

- **Exceptions:** Staying at a 5-star hotel is only permissible if it is the venue for a conference the Traveler is attending, or if no other suitable options are available. This requires pre-approval from the Head of Department.

**3.2. Meals and Per Diem Allowances**

To cover the cost of meals (breakfast, lunch, dinner) and minor incidental expenses, the Company provides a per diem allowance. This allowance varies based on the destination city's cost of living.

Region / Location	Per Diem Allowance (USD)	Coverage Notes
<b>Domestic - Major US Cities</b> (e.g., New York, San Francisco)	\$75	Covers all three meals and incidentals.
<b>Domestic - Other US Cities</b>	\$60	Covers all three meals and incidentals.
<b>International - Europe (Major Cities)</b>	\$100	Equivalent in local currency.
<b>International - Asia (Major Cities)</b>	\$85	Equivalent in local currency.

- If a meal is provided by a conference or paid for by a client, the per diem allowance for that meal should be deducted from the claim.
- Business-related entertainment and client meals are not part of the per diem and can be claimed separately as an entertainment expense, provided they are reasonable and pre-approved.

**Page 4: Expense Reporting and Reimbursement**

**4.1. Submitting Expense Reports**

All expense claims must be submitted via the Company's expense management system within 21 calendar days of the trip's conclusion.

- **Required Documentation:** Every expense item must be supported by an itemized receipt or invoice. Credit card statements are not sufficient as proof of purchase. For any lost receipt over \$25, a missing receipt affidavit must be completed.
- **Report Details:** The expense report must clearly link each expense to a specific business purpose.

## **4.2. Reimbursable Expenses**

The following are examples of expenses that are eligible for reimbursement:

- Approved airfare and rail tickets.
- Approved hotel accommodation.
- Ground transportation (taxis, ride-sharing, airport shuttles).
- Visa fees and required immunizations.
- Reasonable business-related phone calls and data roaming charges.
- Pre-approved client entertainment expenses.
- Parking and tolls.

## **4.3. Non-Reimbursable Expenses**

The following are examples of personal expenses that will not be reimbursed by the Company:

- Traffic violations, parking fines.
- Personal upgrades for flights or hotels.
- In-room movies, mini-bar purchases, or other personal hotel services.
- Gym, spa, or other recreational fees.
- Loss or theft of personal property (this should be covered by personal or travel insurance).
- Souvenirs and personal gifts.
- Childcare or pet-sitting services.
- Laundry services, except for trips exceeding five consecutive nights.

# **Page 5: Health, Safety, and Emergency Procedures**

## **5.1. Travel Insurance**

The Company provides comprehensive travel insurance for all employees on international business trips. This includes medical emergency coverage, trip cancellation, and lost baggage. Details of the policy and emergency contact numbers will be provided upon trip approval. For domestic travel, standard employee health insurance applies.

## **5.2. Traveler Responsibilities**

Travelers are responsible for:

- Ensuring they have a valid passport and any necessary visas.
- Familiarizing themselves with the local customs and laws of their destination.
- Registering their travel itinerary with the Company's designated travel tracking service for international trips.
- Safeguarding all company assets, including laptops and confidential information.

### **5.3. Emergency Contact**

In case of a medical emergency, security incident, or other urgent matter, Travelers should immediately contact:

1. Local emergency services (e.g., 911, 112).
2. The Company's 24/7 Global Assistance Provider: **[Insert Provider Name and Phone Number]**.
3. Their Line Manager and the HR Department.

This policy is subject to review and may be amended at the discretion of the Company.