

Company Travel Policy: Detailed Summary

Policy Area / Item	Details / Guidelines
Primary Goal	To ensure the safety and well-being of all travelers.
Secondary Goal	To maintain cost-efficiency and control over travel expenditures.
Tertiary Goal	To ensure travel is productive and aligned with company goals.
Core Principle 1: Safety	The safety and security of travelers is the highest priority.
Core Principle 2: Cost	Travelers must choose economical options that don't compromise safety or business needs.
Core Principle 3: Productivity	Travel should be planned to maximize the achievement of business objectives.
Core Principle 4: Compliance	All travel must comply with all local and international laws.
Policy Applicability	Applies to all employees, contractors, and authorized representatives on company-funded travel.
Consequence of Non-Compliance	May result in delayed reimbursement, non-reimbursement, or disciplinary action.
--- Travel Authorization ---	--- Guidelines ---
Pre-Travel Approval	Mandatory for all business travel. No bookings should be made before approval.
Domestic Travel Request	Submit "Travel Request Form" at least 14 business days before departure.
International Travel Request	Submit "Travel Request Form" at least 21 business days before departure.
Request Form Content	Must include: purpose, detailed itinerary, estimated budget, and expected benefits.
Standard Approval	Must be approved by the traveler's direct Line

	Manager.
Escalated Approval	Head of Department approval is also required for international travel or high-cost trips.
--- Booking ---	--- Guidelines ---
Primary Booking Channel	Must use the Company's designated travel management company (TMC).
Alternative Booking Channel	The approved online booking tool is also permitted.
Reason for Centralized Booking	To leverage corporate rates and for traveler safety tracking.
Direct Booking Exception	Allowed only in emergencies or for a proven cost saving of at least 15%.
Proof for Direct Booking	Supporting documentation must be submitted with the expense claim.
--- Transportation ---	--- Guidelines ---
Air Travel (Domestic)	Economy Class.
Air Travel (International)	Premium Economy is standard.
Business Class Exception	Permitted only for flights exceeding 8 hours in duration.
Business Class Approval	Requires specific approval from a Director.
Rail Travel (Domestic)	Business / First Class, whichever is most practical.
Rail Travel (International)	Standard / Business Class, based on practicality.
Rental Car Class	Intermediate or Standard Sedan.
Rental Car Restriction	Luxury or sports vehicles are not permitted for reimbursement.
--- Accommodation ---	--- Guidelines ---
Hotel Standard	Standard room in a business-class hotel (typically 3-star or 4-star).

Hotel Selection Criteria	Must be safe, clean, and conveniently located for business.
5-Star Hotel Exception	Permitted only if it's the conference venue or no other options are available.
5-Star Hotel Approval	Requires pre-approval from the Head of Department.
--- Meals & Per Diems ---	--- Guidelines ---
Per Diem Purpose	To cover meals (breakfast, lunch, dinner) and minor incidental expenses.
Per Diem (Major US Cities)	\$75 per day (e.g., New York, San Francisco).
Per Diem (Other US Cities)	\$60 per day.
Per Diem (Major European Cities)	\$100 per day (or local currency equivalent).
Per Diem (Major Asian Cities)	\$85 per day (or local currency equivalent).
Rule for Provided Meals	If a meal is provided (e.g., by a conference), the per diem should be reduced accordingly.
Client Entertainment Meals	Not part of per diem. Claimed separately as an entertainment expense.
Client Meal Requirement	Must be reasonable and pre-approved.
--- Expense Reporting ---	--- Guidelines ---
Submission Deadline	Within 21 calendar days of the trip's conclusion.
Submission Method	Via the Company's official expense management system.
Receipt Requirement	An itemized receipt or invoice is required for every expense item.
Invalid Documentation	Credit card statements alone are not sufficient proof of purchase.
Lost Receipt Procedure	For any lost receipt over \$25, a signed missing receipt affidavit must be submitted.
--- Reimbursable Expenses ---	--- Examples ---

Reimbursable: Travel	Approved airfare and rail tickets.
Reimbursable: Lodging	Approved hotel accommodation costs.
Reimbursable: Ground Transport	Taxis, ride-sharing, airport shuttles, parking, and tolls.
Reimbursable: Documents	Fees for required visas and immunizations.
Reimbursable: Communication	Reasonable business-related phone calls and data roaming charges.
--- Non-Reimbursable Expenses ---	--- Examples ---
Non-Reimbursable: Fines	Traffic violations and parking fines.
Non-Reimbursable: Upgrades	Personal upgrades for flights, hotels, or rental cars.
Non-Reimbursable: Hotel	In-room movies, mini-bar, personal laundry, gym, or spa fees.
Non-Reimbursable: Personal	Souvenirs, personal gifts, childcare, or pet-sitting services.
Non-Reimbursable: Property	Loss or theft of personal items.
Laundry Service Exception	Reimbursable only for trips exceeding five consecutive nights.
--- Health & Safety ---	--- Guidelines ---
International Travel Insurance	The company provides a comprehensive policy.
Insurance Coverage	Includes medical emergency, trip cancellation, and lost baggage.
Domestic Travel Insurance	Covered by the employee's standard health insurance plan.
Traveler Duty 1: Documents	Ensure passport is valid and all necessary visas are obtained.
Traveler Duty 2: Awareness	Familiarize oneself with local customs and laws of the destination.
Traveler Duty 3: Tracking	Register international itineraries with the Company's designated travel tracking service.

Traveler Duty 4: Assets	Safeguard all company property, including laptops and confidential information.
Emergency Step 1	Immediately contact local emergency services (e.g., 911, 112).
Emergency Step 2	Contact the Company's 24/7 Global Assistance Provider.
Emergency Step 3	Inform your Line Manager and the HR Department as soon as is practical.
Policy Status	This policy is subject to review and may be amended by the Company.