

# ACB Travel and Expense Policy

## Introduction

Effective management of travel and expense policies is critical for controlling costs while ensuring employees’ safety and convenience during business travel. This document outlines ACB’s travel and expense (T&E) policy, detailing the guidelines, approved procedures, and responsibilities for employees and management. Compliance with this policy ensures the alignment of business needs with cost-effective practices and enhances the travel experience for employees.

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## Core Principles

The principles guiding this travel and expense policy are:

- All expenses must serve a legitimate business purpose, ensuring they align with company objectives.
- Transparency and proper documentation are mandatory for all T&E activities.
- Employees must prioritize economical and practical solutions for travel and lodging.
- Policies must comply with local and international laws.
- Non-compliance may lead to denied reimbursements or disciplinary action.

## Key Additions:

- **Sustainability:** Employees are encouraged to adopt eco-friendly options, such as digital receipts and using public transport where feasible.
  - **Advance Planning:** All travel should be planned well in advance to optimize costs and minimize disruptions.
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## Travel Booking Process

Employees are required to follow specific procedures for booking travel, as detailed below.

## Approval Workflow

Travel Type	Approval Authority	Required Time Before Travel
Domestic (<5 days)	Department Manager	3 working days
International	Business Unit Head	10 working days
Emergency Travel	Immediate Supervisor	As needed

## Additions:

- **Delegated Booking Systems:** ACB’s preferred travel platforms streamline approvals and ensure policy compliance.

- **Cancellations and Changes:** Employees must notify their approvers immediately if cancellations or changes occur.

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### Expense Guidelines

#### Reimbursable Expenses

1. **Transportation:** Airfare (economy), train (standard class), and taxis for work-related travel.
2. **Accommodation:** Standard hotel rooms in 3-star or equivalent properties.
3. **Meals:** Based on per diem allowances or actual costs within policy limits.
4. **Miscellaneous Costs:** Parking fees, tolls, and internet usage.

#### Non-Reimbursable Expenses

1. Alcoholic beverages or personal entertainment.
2. Room service charges or minibar expenses.
3. Costs associated with leisure extensions.

#### Additional Expense Breakdown:

Expense Category	Daily Limit	Notes
Meals (Domestic)	₹1,500	Includes breakfast, lunch, dinner
Meals (International)	\$50	Based on local cost guidelines
Internet Charges	₹500/day	For business usage only

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### Travel Safety and Insurance

ACB prioritizes employee safety and provides comprehensive travel insurance for business trips. Key benefits include:

- **Medical Coverage:** Emergency medical expenses, evacuation, and repatriation are included.
- **Travel Disruption Coverage:** Compensation for delays or lost luggage.
- **Emergency Contact:** A 24/7 hotline for immediate support.

#### New Additions:

- **Pre-Trip Briefing:** Employees traveling to high-risk locations must attend a safety briefing.
- **Local Support:** A directory of emergency contacts and consulates is shared before international trips.

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## Roles and Responsibilities

Clear roles help ensure adherence to this policy:

Role	Responsibility
Employee	Submits travel request and adheres to policy guidelines.
Manager	Reviews and approves travel plans.
Finance Department	Processes reimbursements and monitors budget utilization.

### Additional Insights:

- Managers should periodically review the necessity of recurring trips.
- Employees are encouraged to provide feedback to improve travel processes.

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## Travel Extensions

Employees may extend business travel for personal reasons, subject to approval:

1. The company will not reimburse personal expenses incurred during the extended stay.
2. Family members are welcome to join at the employee's expense.

### Additional Conditions:

- Business and personal expenses must be clearly segregated in reimbursement claims.
- Leisure extensions must not impact business objectives.

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## Technology Integration

ACB promotes the use of travel management software to simplify booking and reimbursement:

1. **Expense Tracking:** Automated calculations of per diem and mileage rates.
2. **Approval Notifications:** Real-time alerts for pending travel requests.
3. **Compliance Checks:** Ensures bookings meet policy requirements.

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## Policy Compliance and Monitoring

To ensure compliance:

1. Employees must acknowledge receipt of this policy during onboarding.
2. Regular audits will verify adherence to travel expense guidelines.

3. Non-compliance may result in training sessions or stricter oversight for repeat offenders.

**Expanded Monitoring Efforts:**

- Monthly reports on travel expenditures will be reviewed by senior management.
- Surveys to gauge employee satisfaction with travel services.

**Appendices**

**Appendix A: Sample Travel Request Form**

A well-structured Travel Request Form is crucial for streamlining the travel approval process. This form ensures that all necessary information is collected before travel begins, allowing for accurate budgeting and compliance with the policy. Below is a sample form that employees can use to request approval for business-related travel.

Travel Request Form

Field	Description	Example
Employee Name	Full name of the employee requesting travel.	John Doe
Department	The department the employee belongs to.	Sales
Travel Dates	Start and end dates of the travel.	From: March 1, 2024
Destination	City, country, or region of travel.	London, UK
Purpose of Travel	Brief description of the reason for travel.	Client meeting to discuss Q2 performance
Estimated Expenses	Breakdown of expected costs (e.g., airfare, accommodation, meals).	Airfare: \$500, Hotel: \$300, Meals: \$150
Mode of Travel	Preferred travel options (e.g., air, train, car).	Air (Economy Class)
Accommodation Preferences	Type of accommodation (e.g., standard room in a 3-star hotel).	Standard room at Hotel XYZ
Additional Notes	Any additional information or requests (e.g., dietary restrictions, special needs).	Vegetarian meals requested
Approver's Name & Signature	The manager or department head who will approve the travel request.	Jane Smith, Sales Manager
Approval Date	Date when the approval is granted.	February 25, 2024

This form should be submitted to the respective department manager for review and approval at least 5-7 days prior to travel for domestic trips and 10-14 days prior for international travel.

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## **Appendix B: Frequently Asked Questions (FAQs)**

### **1. How do I submit my travel expenses for reimbursement?**

Travel expenses should be submitted using the ACB Expense Management App. Simply upload your receipts and categorize your expenses. Once submitted, your manager will review and approve the claim. The finance department processes approved claims on a monthly cycle.

### **2. What happens if I don't have an invoice for a purchased item?**

In the case that an invoice is unavailable, other forms of documentation, such as a receipt, ticket, or proof of payment, will suffice. However, all expenses should be clearly related to business purposes and fall within the allowable limits set forth in the policy.

### **3. Can I book my own travel arrangements?**

Yes, you may book your own flights, hotels, and ground transportation through the ACB Travel platform. This ensures that all bookings comply with the company's travel policies and helps streamline the approval process. For any non-compliant bookings, pre-approval from your department head is required.

### **4. How are per diem meal allowances calculated?**

Meal allowances are calculated based on the per diem rates for the location of your travel. The rates are automatically applied in the ACB app, depending on the destination city or country.

### **5. Are travel upgrades allowed?**

Upgrades to flights, hotels, or rental cars are not reimbursable unless they are deemed necessary for business purposes (e.g., extended travel duration, or available only at the same price as a standard option). In all other cases, upgrades are at the employee's expense.

### **6. What if my travel plans change after I have already booked?**

If changes to your travel plans are necessary, you must inform your manager and obtain approval for the new itinerary. In emergency situations, you may need to reschedule without prior approval, but you must submit an explanation for any changes afterward.

### **7. Are leisure trips allowed as part of business travel?**

Employees may extend their business travel for leisure purposes, but only with prior approval. The cost of the extended stay will not be reimbursed, and employees will be responsible for any additional personal expenses incurred during this period.

### **8. How long do I have to submit my expenses for reimbursement?**

Expenses must be submitted within 30 days of incurring the cost. Claims submitted after this period may not be reimbursed unless prior approval is obtained from the department head.

### **9. Can I use my personal vehicle for business travel?**

Yes, employees can use their personal vehicle for business travel, provided it is more economical than alternative transportation. Reimbursement will be based on the standard mileage rates set by the company or local regulations.

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## Appendix C: Contact Information for Travel Support

If you have any questions or need assistance regarding travel bookings, expense reimbursements, or policy clarifications, please reach out to the following contacts:

Department	Contact Person	Email Address	Phone Number
Travel Desk	Anna Jackson	traveldeskt@acb.com	+1 555-123-4567
Finance Department	Mark Thompson	finance@acb.com	+1 555-234-5678
HR Department	Linda Harris	hr@acb.com	+1 555-345-6789
IT Support	David Brown	itsupport@acb.com	+1 555-456-7890

### Important Notes:

For urgent travel requests or changes, please contact the Travel Desk immediately.

For any issues related to expense claims, please email the Finance Department with the subject "Expense Claim Inquiry."

If you experience technical difficulties using the ACB app or have questions about the platform, contact IT Support.

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## Appendix D: Sample Expense Report

An Expense Report should be completed for any travel-related expenses to ensure they comply with the policy. Here is a sample format:

Date	Category	Description	Amount	Receipts Attached
03/01/2024	Airfare	Flight from New York to London (Economy)	\$500	Yes
03/01/2024	Hotel	Standard room at Hotel XYZ, London	\$300	Yes
03/02/2024	Meals	Breakfast, Lunch, Dinner (Per Diem)	\$80	No
03/02/2024	Transportation	Uber ride from Hotel to Meeting Location	\$30	Yes

Ensure that all fields are completed correctly before submitting your expense report for approval.