

Company Travel Policy

1. Flight Booking Policy

- Domestic flights: Economy class only, maximum budget of \$500 per ticket
- International flights: Business class allowed for flights over 6 hours, maximum budget of \$2,500
- Flights must be booked at least 2 weeks in advance for best rates
- Direct flights preferred; connecting flights only if cost savings exceed 20%
- Preferred airlines: Delta, United, American Airlines for domestic; Emirates, Lufthansa for international

2. Ground Transportation Policy

- Airport transfers: Taxi or ride-share services up to \$75 per trip
- Daily cab usage: Maximum \$100 per day for business purposes
- Rental cars: Compact or mid-size vehicles only, maximum \$60 per day
- Public transportation encouraged when available and safe
- Mileage reimbursement for personal vehicles: \$0.58 per mile

3. Accommodation Policy

- Hotel budget: Up to \$200 per night in major cities, \$150 in other locations
- Preferred hotel chains: Marriott, Hilton, Hyatt
- Standard room only; suite upgrades not reimbursed unless required for business meetings
- Extended stays (7+ nights): Serviced apartments up to \$175 per night

4. Meal and Per Diem Allowances

- Breakfast: \$15 per day
- Lunch: \$25 per day
- Dinner: \$40 per day
- Total daily meal allowance: \$80
- Business meals with clients: Up to \$150 per person with prior approval

5. Travel Budget Limits

- Domestic trips (3 days): Total budget up to \$1,500 including flights, accommodation, and ground transport
- International trips (5 days): Total budget up to \$4,000 including flights, accommodation, and ground transport
- Conference attendance: Additional \$500 for registration and related expenses

6. Booking Guidelines

- All travel must be booked through approved channels
- Travel dates and times should minimize impact on work schedule
- Weekend stays: Allowed if it results in lower airfare (minimum 20% savings)
- Travel insurance: Recommended for international trips, covered up to \$100

7. Additional Benefits

- Airport lounge access: Provided for flights over 4 hours or international travel
- Wi-Fi costs: Reimbursed for in-flight and hotel internet access
- Baggage fees: One checked bag allowed for trips over 3 days
- Travel accessories: Up to \$50 reimbursement for necessary travel items per trip

Policy effective date: January 1, 2025
For questions, contact: travel@company.com