Acme Design Co.

Book Trips People Reporting Company Settings @ Maryann L. >

**CUSTOM FIELDS** 



**COMPANT PAYMENT** 

Navigator Support •

**PREFERENCES** 

**EXCEPTION CODES** 

← Back to Policy Groups

# Edit travel policy

TRAVEL POLICY

Setting up a travel policy group will alert admins and arrangers to any out of policy bookings. Travelers will not be blocked from booking, but a record of their activity will be available for reporting and oversight purposes.

**APPROVALS** 

# Flights

Fare class	•
Set highest in-policy fare class	
Advance Booking	
Set how many days a flight must be booked in advance	
Maximum fare price	•
Set a price maximum for flight purchases	

## Hotels

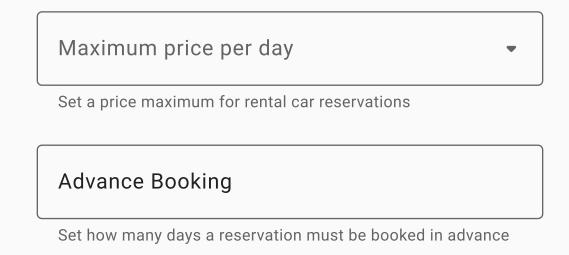


#### **Minimum Star Rating**

\*\*\*\*

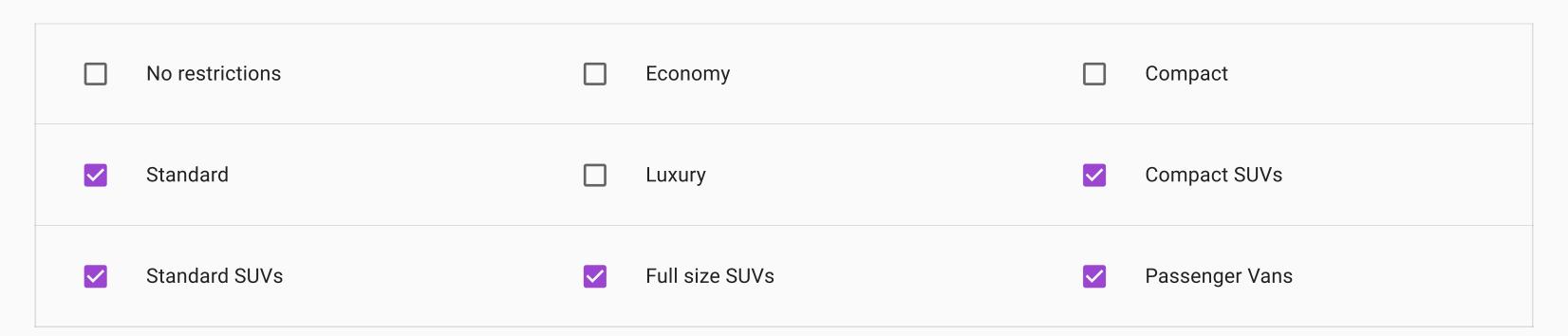
Ensure proper working conditions by setting a minimum star rating for your employees

### Rental Cars



#### **Permitted Vehicle types**

Determine what types of vehicles are appropriate for your employees' trips



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