Company Travel Policy

Effective Date: 01/01/2025

Last Reviewed: 01/01/2025

Approved By: Phanis Parpas

# 1. Purpose

The purpose of this Travel Policy is to provide clear guidelines for employees traveling on behalf of [Company Name]. It ensures that travel is conducted safely, efficiently, and cost-effectively, while maintaining compliance with internal controls and regulatory requirements.

# 2. Scope

This policy applies to:  
- All employees, contractors, and consultants traveling for business purposes  
- Domestic and international travel  
- All travel-related expenses, including transportation, lodging, meals, and incidentals

# 3. Travel Planning and Authorization

## 3.1 Pre-Approval Requirements

All business travel must be approved in advance by:  
- The employee’s direct manager  
- The department head (for international or extended travel)  
- The finance team (for travel exceeding €2,000)

## 3.2 Travel Request Submission

Employees must submit a travel request via the company’s travel management system or form, including:  
- Business justification  
- Travel dates and destination(s)  
- Estimated budget  
- Proposed itinerary  
- Any special requirements (e.g., visa, accessibility)

## 3.3 Travel Itinerary

Once approved, employees must submit a finalized itinerary including:  
- Flight and hotel confirmations  
- Meeting schedules  
- Emergency contact information

# 4. Booking Guidelines

## 4.1 Booking Channels

All travel must be booked through:  
- The company’s preferred travel agency or online booking tool  
- Exceptions must be approved by the travel coordinator

## 4.2 Air Travel

- Class of Service:  
 - Economy class for flights under 6 hours  
 - Premium Economy or Business Class may be approved for flights over 6 hours or for executive-level employees  
- Baggage: One checked bag is reimbursable  
- Change Fees: Covered if due to business needs

## 4.3 Ground Transportation

- Rental Cars: Mid-size or economy class; fuel receipts must be submitted  
- Rideshare/Taxi: Allowed for short distances or when public transport is impractical  
- Public Transport: Encouraged when safe and efficient

## 4.4 Lodging

- Hotel Class: Up to 4-star hotels  
- Location: Within 10 km of the business venue  
- Booking: Use preferred hotel partners when available  
- Additional Charges: Wi-Fi and parking are reimbursable; minibar and entertainment are not

# 5. Per Diem and Expense Guidelines

## 5.1 Per Diem Rates

|  |  |  |
| --- | --- | --- |
| **Expense Category** | **Domestic Travel** | **International Travel** |
| Breakfast | €10 | €15 |
| Lunch | €15 | €20 |
| Dinner | €25 | €35 |
| Incidentals | €10 | €15 |
| Total Per Diem | €60/day | €85/day |

Note: Per diem is provided in lieu of actual meal receipts. If meals are provided (e.g., at a conference), the corresponding per diem amount must be deducted.

## 5.2 Lodging Allowance

|  |  |
| --- | --- |
| **Region** | **Maximum Rate (per night)** |
| Domestic (standard) | €120 |
| Domestic (high-cost cities)\* | €150 |
| International (standard) | €180 |
| International (high-cost cities)\* | €220 |

\*High-cost cities include London, Paris, New York, Tokyo, etc. A full list is available from the finance team.

## 5.3 Reimbursable Expenses

- Airfare (economy or approved class)  
- Hotel accommodations within limits  
- Ground transportation  
- Meals (per diem or actuals with receipts)  
- Business-related phone/internet charges  
- Visa and travel insurance fees  
- Conference registration fees

## 5.4 Non-Reimbursable Expenses

- Personal travel or leisure activities  
- Alcohol (unless part of a client meal)  
- Mini-bar, in-room movies, or spa services  
- Fines, penalties, or traffic violations  
- Travel upgrades without prior approval  
- Expenses for family or companions

# 6. Travel Advances

## 6.1 Eligibility

Travel advances may be issued for:  
- International travel  
- Trips longer than 5 days  
- Employees without corporate credit cards

## 6.2 Request Process

- Submit a travel advance request at least 10 business days before departure  
- Include estimated expenses and justification  
- Advances must be reconciled within 10 days of return

# 7. Reimbursement Process

## 7.1 Submission Requirements

- Submit expense reports within 10 business days of return  
- Use the company’s expense management system  
- Include:  
 - Itemized receipts  
 - Proof of payment  
 - Business purpose for each expense

## 7.2 Approval Workflow

- Manager reviews and approves within 5 business days  
- Finance audits and processes reimbursement within 10 business days

## 7.3 Currency Conversion

- Use the exchange rate on the date of the transaction  
- Provide documentation or use the company’s approved conversion tool

# 8. Travel Safety and Compliance

## 8.1 Travel Insurance

- Mandatory for all international travel  
- Covers medical emergencies, trip cancellations, and lost luggage

## 8.2 Emergency Procedures

- Employees must register with the company’s travel tracking system  
- In case of emergency, contact:  
 - Local authorities  
 - Company emergency hotline: [Insert Number]  
 - Travel coordinator: [Insert Contact]

## 8.3 Health and Vaccination

- Employees must comply with destination-specific health requirements  
- Vaccination costs may be reimbursed with prior approval

# 9. Personal Travel and Bleisure

## 9.1 Combining Business and Personal Travel

- Allowed with prior approval  
- Personal expenses must be clearly separated  
- Company will only reimburse the business portion of the trip

## 9.2 Weekend Stays

- If staying over a weekend reduces airfare, the company may cover lodging and meals for the additional days

# 10. Policy Violations and Audits

## 10.1 Violations

- May result in:  
 - Denial of reimbursement  
 - Disciplinary action  
 - Revocation of travel privileges

## 10.2 Audits

- Random audits may be conducted to ensure compliance  
- Employees must retain receipts for at least 6 months

# 11. Exceptions

Any exceptions to this policy must be:  
- Requested in writing  
- Approved by the employee’s manager and the finance department  
- Documented in the travel request or expense report

# 12. Contact Information

For questions or assistance, contact:  
Travel Coordinator: [Name]  
Email: [Email Address]  
Phone: [Phone Number]  
Finance Department: [Email/Phone]