

CONTOSO GLOBAL TRAVEL & EXPENSE POLICY Effective Date: January 1, 2025

Department: Finance & Operations

1. PURPOSE This policy outlines the guidelines for business travel to ensure cost-effectiveness and employee safety. All employees are required to adhere to these limits. Non-compliant expenses will not be reimbursed without prior written approval from the CFO.

2. AIR TRAVEL

- **Booking Class:** All flights, domestic and international, must be booked in **Economy Class**. Premium Economy and Business Class are strictly prohibited unless the flight duration exceeds 12 continuous hours.
- **Advance Booking:** Flights should be booked at least 14 days in advance whenever possible.
- **Cost Limits (Strict):**
 - **Domestic Flights (within country of origin):** Maximum budget per round-trip is **\$300**.
 - **International Flights:** Maximum budget per round-trip is **\$500**.
 - *Note:* If the lowest available fare exceeds these limits, a "High-Cost Travel Exception Form" must be filed 48 hours prior to booking.

3. LODGING

- **Star Rating:** Hotels must be 3-star or 4-star. 5-star luxury accommodations are not reimbursable.
- **Nightly Cap:**
 - New York / London / Tokyo: **\$250/night**
 - All other cities: **\$150/night**

4. MEALS & INCIDENTALS

- Daily allowance (Per Diem) is capped at **\$75** per day.
- Alcohol is not reimbursable.

5. APPROVAL WORKFLOW

- Any expense report containing items flagged as "Out of Policy" by the automated system will be automatically rejected.
- The AI Research Agent is authorized to reject search results that do not adhere to Section 2 (Cost Limits) before presenting them to the user.