

## **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.