

# Travel Policy

This document outlines the travel policy for the organization. Please customize this section with specific details.

## 1. Purpose:

- To define the rules and procedures for business-related travel.

## 2. Scope:

- Applies to all employees who travel for official business purposes.

## 3. Travel Authorization:

- All travel must be pre-approved by the relevant department head or manager.

## 4. Booking and Expenses:

- Employees should use preferred vendors for booking flights and accommodations.
- Reimbursement will be provided for reasonable and necessary expenses incurred during travel.

## 5. Safety and Conduct:

- Employees are expected to adhere to safety guidelines and maintain professional conduct during travel.

## 6. Reporting:

- Expense reports must be submitted within 5 business days of return from travel.

## 7. Exceptions:

- Any exceptions to this policy must be approved in writing by senior management.