AtlasCorp — Travel Policy Handbook (Mock)

Internal Use — Company Confidential (Mock Data)

This mock handbook is created for demo and training purposes only (Spring AI RAG module). The data, contacts, vendor names, and policies are fictional; use them as sample inputs for indexing and retrieval in demonstrations.

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1. Introduction & Scope

AtlasCorp maintains travel policies to ensure cost-effectiveness, employee safety, and compliance with local laws. This handbook applies to all full-time employees and contractors traveling on behalf of AtlasCorp for business purposes.

Effective Date: September 1, 2025 (Mock)

Policy Owner: Travel & Workplace Services (TWS) **Policy Admin:** Priya Mehta — priya.mehta@atlascorp.com

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2. General Travel Policy

- All business travel must be pre-approved via the internal Travel Request system (TravelDesk).
- Travel bookings should be made through AtlasCorp's approved booking portal or travel vendor unless explicitly authorized otherwise.
- Employees should seek the most economical option that meets business needs and health/safety considerations.

Key principles: safety, reasonableness, documentation, and timely reporting.

3. Booking & Approval Workflow

1. **Submit Travel Request:** Employee fills Travel Request with purpose, dates, destination, estimated cost, approver.
2. **Manager Approval:** Direct manager must approve within 48 business hours.
3. **TWS Review:** TWS verifies policy compliance, selects preferred vendors, and issues a Purchase Order or booking confirmation.
4. **Pre-Travel Checklist:** Passport validity, visas, insurance confirmation must be uploaded.

Fail-safe: For urgent travel (<72 hours), use Emergency Travel Request with VP approval.

4. Corporate Card & Expense Policy

- AtlasCorp issues corporate cards to eligible employees. Use card for flights, hotels, and approved vendors.
- Personal expenses must not be charged to corporate card.
- Lost card: report to Finance immediately at finance.ops@atlascorp.com and cardholder support +1-800-555-0199.

Card Usage Limits: Single transaction limit: $5,000 (default); request limit changes via finance.ops@atlascorp.com.

5. Health, Safety & Insurance

- AtlasCorp provides business travel insurance covering medical evacuation, emergency medical, and trip interruption for approved business trips.
- Carry printed insurance policy card and insurance hotline: +1-855-ATL-INSR (Mock).
- For high-risk travel advisories, check Travel Advisory Dashboard in the employee portal.

Vaccination/Health: Employees are responsible for checking destination vaccination requirements and carrying proof when required.

6. Reimbursements & Receipts

- Submit expense reports within 14 days of trip completion via ExpensePro.
- Required receipts: hotel folio, flight boarding passes, taxi/ride receipts, itemized meals if > per diem.
- Missing receipts: provide a Missing Receipt Form with manager sign-off.

Reimbursement Timeline: Finance will process within 15 business days after validation.

7. Visa & Travel Documents

- AtlasCorp can provide invitation letters and visa support when travel is business-critical and pre-approved.

- Contact: Visa Support — anil.sharma@atlascorp.com (visa.requests@atlascorp.com as alias)
- Ensure passport validity: minimum 6 months from date of return unless otherwise specified.

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8. Emergency Contacts & Local Offices

- **Global Travel Desk (24x7):** travel.desk@atlascorp.com | +1-800-555-0101
- **Security Operations Center:** soc@atlascorp.com | +1-800-555-0102
- **HR Support (Global):** hr.global@atlascorp.com

NOTE: City-level local office contacts are listed in the City-Specific Policies section.

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9. City-Specific Policies

Paris, France

City Tier: Tier 2

- **Hotel Budget Cap:** €180 per night (standard room) — exceptions require Manager + TWS pre-approval.
- **Approved Hotels (Corporate Rates):**
- Ibis Paris Montmartre — Corporate Rate Code: ATL-PAR-IBIS
- Novotel Paris Centre Tour Eiffel — Corporate Rate Code: ATL-PAR-NOV
- Hotel La Ville — Preferred Partner (discounts on request)
- **Transport Guidelines:** Use metro (RATP), RER trains, or company-designated cabs (G7). Airport transfer: RER B to city center recommended. Airport taxi from CDG reimbursed only with itemized receipt; avoid flat-price rip-offs.
- **Per Diem (Meals):** €60 per day
- **Local Contact:** John Dupont, Country Manager — john.dupont@atlascorp.com | +33 6 12 34 56 78
- **Local Office Address:** AtlasCorp France, 12 Rue de Commerce, 75015 Paris
- **Security Notes:** Avoid unlicensed taxi drivers. Keep copies of travel documents.

Dubai, United Arab Emirates

City Tier: Tier 2

- **Hotel Budget Cap:** AED 600 per night (approx. €150) — higher for conference periods (require approval).
- **Approved Hotels:**
- Holiday Inn Bur Dubai — Rate Code: ATL-DXB-HIB
- Hyatt Place Dubai/Al Rigga — Rate Code: ATL-DXB-HYPP
- **Transport Guidelines:** Dubai Metro and Careem (corporate account) are approved. No luxury taxis or chauffeur services unless approved by TWS.
- **Per Diem:** AED 200 per day
- **Local Contact:** Aisha Khan, Regional Lead — aisha.khan@atlascorp.com | +971 50 123 4567
- **Local Office Address:** AtlasCorp UAE, Office 320, Business Bay, Dubai

- **Visa Support:** Company can sponsor short-term business visa letters; email visa.requests@atlascorp.com
- **Security Notes:** Respect local laws on dress and behavior (public displays, alcohol rules). Follow local counsel for compliance.

Tokyo, Japan

City Tier: Tier 1

- **Hotel Budget Cap:** ¥22,000 per night (standard business hotel)
- **Approved Hotels:**
- Shinjuku Washington Hotel — Rate Code: ATL-TYO-WASH
- APA Hotel Shibuya — Rate Code: ATL-TYO-APA
- **Transport Guidelines:** IC cards (Suica/Pasmo) reimbursable. Use JR lines for intercity travel. Taxis reimbursed for late-night travel; keep receipts. Private driver services require senior approval.
- **Per Diem:** ¥8,000 per day
- **Local Contact:** Kenji Sato, Country Lead — kenji.sato@atlascorp.com | +81 90 1234 5678
- **Local Office Address:** AtlasCorp Japan, 8F, Sakura Tower, Shinjuku, Tokyo
- **Security Notes:** Maintain punctuality; be mindful of local etiquette in meetings.

New York, USA

City Tier: Tier 1

- **Hotel Budget Cap:** $250 per night (midtown Manhattan)
- **Approved Hotels:**
- Hilton Midtown — Rate Code: ATL-NYC-HIL
- Courtyard by Marriott Times Square — Rate Code: ATL-NYC-CYMT
- **Transport Guidelines:** Use yellow cabs, ride-hailing (Uber/Lyft) or subway (MTA). Airport shuttles or car services may be used when late arrival/departure.
- **Per Diem:** $80 per day
- **Local Contact:** Maria Gonzalez, Regional Head — maria.gonzalez@atlascorp.com | +1 646 123 4567
- **Local Office Address:** AtlasCorp USA, 101 Park Avenue, 20th Floor, New York, NY
- **Security Notes:** Maintain standard vigilance in crowded areas; report lost/stolen items to local police and SOC.

London, United Kingdom

City Tier: Tier 2

- **Hotel Budget Cap:** £150 per night
- **Approved Hotels:**
- Premier Inn London City (Aldgate) — Rate Code: ATL-LON-PIN
- Novotel London City — Rate Code: ATL-LON-NOV
- **Transport Guidelines:** Use Oyster card for Tube and buses. Black cabs and TfL services are reimbursable. Airport transfer: use Heathrow Express or National Rail when practical.

- **Per Diem:** £50 per day
- **Local Contact:** Emma Clarke, UK Country Manager — emma.clarke@atlascorp.com | +44 20 7946 0000
- **Local Office Address:** AtlasCorp UK, 45 King William St, London EC4R 9AN
- **Security Notes:** Be aware of pickpocketing in tourist zones. Follow local COVID/health advisories if in effect.

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10. Preferred Vendors & Partners

- **Corporate Travel Vendor:** TravelMate Inc. — travelmate@partners.com | Corporate Portal: https://travelmate.atlascorp.com (mock)
- **Primary Carriers:** Atlantic Airways (preferred for intercontinental), TransEuro (short-haul partner)
- **Local Ground Transport:** Careem (Dubai), G7 (Paris), JR East (Tokyo), MTA (NYC)
- **Hotel Aggregator:** BizStays (for corporate rates)

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11. Exceptions & Escalations

- **Higher budget exceptions:** Manager + TWS + VP finance sign-off required.
- **Emergency travel:** VP-level approval after-the-fact is acceptable for unavoidable emergencies; documentation required.
- **Dispute resolution:** Travel policy disputes handled by Travel Policy Board (TPB) — travel.policy@atlascorp.com

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12. Frequently Asked Questions (FAQ)

Q: How long before travel should I submit a Travel Request? **A:** At least 10 business days for standard international travel; 5 business days for domestic.

Q: Can I book personal nights before/after business trip? **A:** Yes, but you must pay the incremental cost and inform TravelDesk. Itemize business vs personal nights on the booking.

Q: What if I lose my receipt? **A:** Submit Missing Receipt Form with manager justification. Excessive missing receipts may delay reimbursement.

Q: Who to contact for urgent travel changes? **A:** travel.desk@atlascorp.com or +1-800-555-0101 (24x7)

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13. Change Log

- 2025-09-01: Initial mock version (effective date set for demo purposes).

End of AtlasCorp Travel Policy Handbook (Mock).