

Corporate Travel Policy

Overview

This policy governs all business travel for company employees to ensure cost-effectiveness, safety, and compliance.

Flight Policy

Domestic Travel (within USA)

- **Economy class required** for flights under 4 hours
- Premium economy allowed for flights 4-6 hours with manager approval
- Business class only for flights over 6 hours or medical necessity

International Travel

- Premium economy allowed for flights over 6 hours
- Business class allowed for flights over 10 hours
- First class requires VP approval

Booking Guidelines

- Book flights **at least 14 days in advance** when possible
- Use preferred airlines: Delta, United, American (in order of preference)
- Maximum domestic flight cost: \$600 economy, \$1200 premium economy
- Maximum international flight cost: \$1500 economy, \$2800 business

Hotel Policy

Rate Limits

- **Tier 1 cities** (NYC, SF, LA, Boston, DC): \$250/night maximum
- **Tier 2 cities** (Chicago, Seattle, Denver, Austin): \$200/night maximum
- **Tier 3 cities** (other locations): \$150/night maximum

Preferred Hotel Chains

1. Marriott (all brands)
2. Hilton (all brands)
3. Hyatt (all brands)

Requirements

- Must be within 5 miles of business meeting location
- Must have business amenities (WiFi, workspace)
- Extended stay hotels for trips over 7 days

Car Rental Policy

- Only approved if public transportation is inadequate
- Compact or mid-size vehicles only
- Preferred vendors: Enterprise, Hertz, National
- Maximum daily rate: \$75/day

Expense Limits

- Total trip budget must not exceed \$2,500 for domestic, \$5,000 for international
- Meals: \$75/day allowance
- Ground transportation: Actual costs (rideshare, taxi, public transit)

Approval Requirements

- Trips under \$1,500: Automatic approval
- Trips \$1,500-\$3,000: Manager approval required
- Trips over \$3,000: VP approval required

Safety Requirements

- Check State Department travel advisories
- Register trip with corporate security for international travel
- Travel insurance required for international trips over \$3,000

Sustainability Guidelines

- Prefer direct flights when cost difference is less than \$100
- Use public transportation when available
- Choose hotels with green certifications when possible