

Business Travel Policy

Travel Approval

All business travel requires advance approval. Submit travel request through finance portal at least 2 weeks before travel.

Include: Destination, dates, purpose, estimated costs. Approval required from manager and finance for international travel.

Booking Travel

Use company travel portal for flights and hotels to get corporate rates. Book economy class for domestic flights, premium economy for international over 6 hours.

Book refundable fares when possible for flexibility. Travel insurance included for international trips.

Flight Guidelines

Book flights 3-4 weeks in advance for best rates. Direct flights preferred when cost difference is less than \$200.

Reasonable departure times (not red-eyes unless necessary). Baggage fees reimbursed for checked bags (up to 2 bags).

Hotel Accommodations

Book hotels within \$200/night in major cities, \$150/night in other locations. Higher rates require approval with justification.

Use corporate hotel partners when available for discounts. Extended stays may qualify for apartment rentals (more economical).

Ground Transportation

Use public transportation, rideshare, or taxis. Rental cars approved for locations without adequate public transit or when more economical.

Book compact or mid-size rental cars. Upgrade to larger vehicle only if needed for multiple passengers or equipment.

Meals and Entertainment

Reasonable meal expenses reimbursed with receipts. Client entertainment requires pre-approval and business justification.

Alcohol reimbursed only for client entertainment, not personal meals. Tip 15-20% for good service.

International Travel

Passport and visa costs reimbursed for business travel. Apply for visas well in advance (6-8 weeks).

Review travel advisories and health requirements. Company travel insurance covers medical emergencies and evacuation.

Travel Advances

Travel advances available for international trips or extended domestic travel. Request through finance portal at least 1 week before travel.

Reconcile advance with expense report within 2 weeks of return. Repay unused advance or submit expenses to cover advance.

Combining Business and Personal Travel

Personal days can be added to business trips at your expense. Book business portion separately or calculate business vs personal costs.

Company only reimburses business portion of expenses. Additional personal travel days don't extend per diem eligibility.

Travel Safety

Register international travel with security team. Provide emergency contact information. Check in with manager upon arrival.

Follow local laws and customs. Use hotel safes for valuables. Be aware of surroundings, especially in unfamiliar areas.

Frequent Flyer Programs

Keep frequent flyer miles and hotel points earned on business travel. Use points for personal travel or upgrade business travel at no cost to company.

Don't book more expensive flights just to earn miles. Business value takes priority over personal rewards.

Travel Expense Reporting

Submit travel expense report within 1 week of return. Include all receipts and itemized expenses.

Separate business and personal expenses clearly. Provide business purpose and attendees for entertainment expenses.