

Company Travel & Expense Policy

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1) Purpose & Scope

- Governs travel, lodging, meals, and expenses.
- Applies to all employees traveling for business.

2) Booking & Approvals

- Book through the corporate portal.
- Domestic requires manager approval; international requires director approval.

3) Lodging

- Standard hotel room; nightly cap \$180 domestic / \$260 international.
- Receipts required; no minibar or entertainment expenses.

4) Meals

- Per diem: \$55/day domestic; \$75/day international.
- Alcohol not reimbursable.

5) Transportation

- Prefer public transit or rideshare; rental cars only if necessary.

6) Deadlines

- Submit expenses within 10 days after trip.
- Receipts required for >\$25.