# Travel & Expense Policy Document

## 1. Introduction

This Travel & Expense (T&E) Policy sets the framework for employees traveling on company business. It ensures fair, consistent, and responsible use of company resources, while enabling employees to conduct business effectively. This document applies to all full-time, part-time, and contract employees authorized to travel on behalf of the company.

## 2. Objectives

* Establish transparent rules for travel booking and expense reimbursement.
* Provide clarity on allowable vs. non-allowable expenses.
* Protect employees through safety, health, and insurance measures.
* Support financial control and reporting requirements.
* Encourage cost efficiency and sustainability in travel choices.

## 3. Roles & Responsibilities

* **Employees**: Plan cost-effective travel, obtain prior approval, and submit timely expense reports.
* **Managers**: Approve travel in advance, verify business justification, review submitted claims.
* **Finance Department**: Audit compliance, process reimbursements, update policy as needed.
* **HR / Admin**: Ensure awareness of policies, provide support for travel arrangements.

## 4. Travel Booking Guidelines

* **Approval Requirement**: All travel must be pre-approved via the designated workflow tool.
* **Airfare**:
  + Economy class is mandatory unless >8-hour flights, where premium economy may be approved.
  + Employees should book tickets at least 14 days in advance where possible.
* **Accommodation**:
  + Standard is mid-range hotels. The company does not cover luxury hotels or suites unless approved.
  + Use corporate-negotiated rates where available.
* **Ground Transportation**:
  + Use ride-hailing apps, public transport, or economy rental cars.
  + Car rentals should include insurance; luxury or specialty vehicles are not reimbursable.
* **Rail / Ferry Travel**: Use standard or economy fares unless business necessity requires higher class.
* **Visa & Travel Documents**: Company will reimburse required visas, entry permits, and vaccinations for business travel.

## 5. Expense Eligibility

**Covered Expenses** include but are not limited to:

* Transportation (airfare, rail, rental cars, taxis, mileage reimbursement for personal vehicles).
* Lodging (within approved nightly rates).
* Meals and per diems.
* Business-related communications (Wi-Fi, international roaming if pre-approved).
* Travel insurance.
* Client entertainment (requires pre-approval and itemized receipt).

**Non-Reimbursable Expenses** include:

* Alcohol (unless pre-approved for business entertainment).
* Personal travel extensions.
* Room service and minibar.
* Spa, gym, or recreational activities.
* Luxury upgrades (airline class, suites, concierge services).
* Fines, penalties, or traffic violations.

## 6. Per Diem & Allowances

* Daily limits for meals and incidentals are set in the **Travel Budget Table** (Appendix A).
* Per diem rates differ by domestic vs. international destinations.
* Unused per diem amounts cannot be claimed as cash reimbursement.

## 7. Advances & Company Cards

* **Travel Advances**: Available for extended or international trips; must be reconciled within 30 days of return.
* **Company Cards**: Issued to frequent travelers; must not be used for personal purchases.

## 8. Expense Reporting Process

1. Submit reports within **10 business days** of travel completion.
2. Attach itemized receipts for all expenses >$25.
3. Include trip details, business purpose, and approver sign-off.
4. Finance audits submissions and reimburses approved claims within **15 business days**.

## 9. Safety & Duty of Care

* Employees must register all international travel with HR/Admin.
* Emergency contact details must be provided before departure.
* The company provides travel insurance covering medical emergencies, lost baggage, and accidents.
* Employees are expected to comply with local laws and safety advisories.

## 10. Sustainability Commitment

* Preference for trains or buses for short-distance travel (<4 hours).
* Encourage use of hotels with sustainability certifications.
* Minimize printed documents; use digital resources.

## 11. Compliance & Audit

* Random audits will be conducted by Finance.
* Fraudulent claims may result in disciplinary action up to termination.
* Exceptions must be approved in writing by the CFO.