

## **Contoso Travel & Expenses Policy 2025**

Contoso is committed to responsible business travel and expense management. This policy outlines the principles and procedures for all employees incurring travel and business-related expenses.

### **1. Purpose and Scope**

This policy applies to all Contoso employees and contractors who incur expenses on behalf of the company. The aim is to ensure compliance, cost-effectiveness, and transparency in all travel and expense activities.

### **2. Booking and Approval**

All business travel must be pre-approved by the employee's manager. International travel requires additional approval from the department head. Travel should be booked using Contoso's designated travel platform. Employees are encouraged to book at least two weeks in advance to secure cost-effective rates.

### **3. Allowable Expenses**

Reimbursable expenses include transportation (economy class for flights and second-class for rail), accommodation (standard single room, up to €180 per night domestically or \$260 internationally), meals, and reasonable incidental costs. Personal expenses, upgrades, and entertainment unrelated to business are not reimbursable.

### **4. Expense Submission**

Expense reports must be submitted within 30 days of completing travel. Each expense must include a clear business justification and itemised receipts for amounts over €75. Lost receipts require a written explanation. Expenses should be reconciled monthly to ensure timely reimbursement.

### **5. Use of Corporate Card**

Employees must use the Contoso Corporate Card for all business-related expenses. Personal expenses charged to the corporate card must be marked as "personal" and will not be reimbursed.

### **6. Compliance and Exceptions**

All expenses must comply with Contoso's Standards of Business Conduct. Exceptions, such as travel accommodations for disabilities, require prior approval from HR. Self-funded business travel is not permitted due to compliance and insurance risks.

### **7. Environmental Considerations**

Employees are encouraged to choose sustainable travel options, such as rail for journeys under 700 km, and to consider the environmental impact of their travel choices.

### **8. Contacts and Support**

For questions or clarifications, employees should contact the Contoso Travel & Expenses Support Team.