

Travel and Expense Policy

Northstar Software, Inc.

Effective date: 2025-01-01 | Owner: People Operations | Status: Active

This policy is intended for internal use. It does not create a contract of employment and may be updated at any time.

1. Purpose

Scope: This policy applies to all Northstar Software, Inc. employees (full-time and part-time) and contractors where noted. Local law may impose additional requirements; where local law conflicts with this policy, the stricter standard will apply unless prohibited.

Definitions: “Employee” refers to active staff on the company payroll. “Manager” refers to the employee’s direct manager or other designated approver. “People Operations” (“People Ops”) refers to HR administrators. “Business days” excludes weekends and company holidays.

This policy establishes standards for business travel and expense reimbursement to ensure prudent spending, compliance, and accurate recordkeeping.

2. Pre-Approval and Booking

Business travel must be pre-approved by the employee’s manager. International travel may require additional approval from Finance or People Ops.

Employees should book travel using approved channels when available and select cost-effective options that meet business needs.

Travelers must comply with safety guidance and any restrictions communicated by the company.

3. Reimbursable Expenses

Reimbursable expenses include reasonable airfare/train fare, lodging, ground transportation, and meals incurred for business purposes.

Meal reimbursement may follow per diem rates by location or actuals with receipts, depending on Finance rules and local law.

Alcohol is not reimbursable unless specifically approved for client entertainment and documented.

4. Non-Reimbursable Expenses

Non-reimbursable expenses include: personal travel costs, upgrades beyond reasonable economy options without approval, fines/penalties, and expenses for non-business companions.

Luxury lodging or premium services are not reimbursable unless explicitly justified and approved in advance.

5. Receipts and Submission

Employees must submit expense reports within 10 business days of trip completion. Receipts are required for expenses above the Finance-defined threshold.

Expense reports must include business purpose, attendees (for meals/entertainment), dates, and supporting documentation.

Late submissions may be denied where permitted by law.

6. Compliance and Audit

Northstar reserves the right to audit expenses. Misrepresentation or fraud may result in disciplinary action up to and including termination.

Employees must comply with anti-bribery and anti-corruption laws when traveling and entertaining.

7. Safety and Emergency Guidance

Travelers should follow company safety guidance and register travel itineraries as required. In emergencies, contact local authorities first, then notify the company.