

Salesforce Organization - Employee Travel Compliance Policy

Policy Title: Employee Travel Compliance Policy

Effective Date: June 26, 2025

Approved By: Compliance & Legal Department

1. Purpose

The purpose of this policy is to establish guidelines for business travel undertaken by employees of [Salesforce Org Name] to ensure compliance with internal controls, financial regulations, data privacy laws, and ethical conduct, particularly in regulated industries.

2. Scope

This policy applies to all employees, contractors, and consultants who travel for work-related purposes on behalf of the Salesforce organization.

3. Key Compliance Areas

a. Pre-Approval Requirements

- All travel must be pre-approved in writing by the direct manager and recorded in the internal travel system (e.g., Salesforce Travel App or Concur).
- International travel requires Compliance Team notification at least 10 days in advance.

b. Data Security While Traveling

- Employees must only carry encrypted and organization-issued devices.
- Use of public Wi-Fi for Salesforce systems access is strictly prohibited unless through a company-approved VPN.
- No PHI/PII data may be stored locally on mobile devices.

c. Financial Reporting & Receipts

- All expenses must be submitted within 5 working days of return.
- Itemized receipts must be uploaded to the Expense Management System.
- Expense falsification or bundling of personal expenses may lead to disciplinary action.

d. Travel Conduct & Ethics

- Employees must avoid any form of bribery or gifts exchange in client or partner jurisdictions that prohibit it.
- Local laws must be respected, particularly concerning data export and customs.
- Harassment, discrimination, or misconduct on travel is subject to disciplinary review.

4. Audit Trail & Monitoring

- All travel records are subject to review by the Internal Audit team.
- Compliance logs (approvals, expense timestamps, VPN usage logs) are retained for 5 years.

5. Violations & Escalation

- Policy violations should be reported to travelcompliance@salesforce.com.
- Repeated or intentional violations may result in suspension of travel privileges or HR investigation.

Acknowledgment All employees must read, understand, and acknowledge this policy in Workday before booking any travel.

Version: 1.0

Maintained by: Corporate Compliance Office