

## **Salesforce Organization - Employee Travel Compliance Policy**

**Policy Title:** Employee Travel Compliance Policy

**Effective Date:** June 24, 2025

**Approved By:** Compliance & Legal Department

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### **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](mailto:travelcompliance@salesforce.com).
- Repeated or intentional violations may result in suspension of travel privileges or HR investigation.

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

**Version:** 1.0

**Maintained by:** Corporate Compliance Office