**Contoso Travel Policy**

**Effective Date:** 01-July-2025  
**Document Version:** 1.0  
**Prepared by:** HR & Finance Department

**1. Purpose**

The purpose of this Travel Policy is to outline the rules and procedures for employees incurring travel expenses on behalf of Contoso. This ensures responsible spending, proper documentation, and fair reimbursement for business-related travel.

**2. Scope**

This policy applies to all employees, contractors, and consultants of Contoso who travel for business purposes and seek reimbursement.

**3. Pre-Travel Requirements**

* **Pre-Approval:** All business travel must be pre-approved by the employee’s manager.
* **Travel Request Form:** A travel request form must be submitted via [internal system/email/Teams chat] with estimated costs and purpose.
* **Travel Booking:** All bookings must be made through the approved travel agency or booking platform.

**4. Travel Arrangements**

**4.1 Air Travel**

* Economy class is standard for all domestic and international travel unless pre-approved for business class.
* Use lowest logical fare within preferred airlines.
* Frequent flyer benefits may be used but must not affect cost to Contoso.

**4.2 Rail and Ground Transport**

* Use standard class for rail travel.
* Ride-sharing services (e.g., Uber, Ola) and taxis are permitted for business purposes with receipts.
* Rental cars require manager approval; fuel expenses are reimbursable with receipts.

**4.3 Lodging**

* Employees must use reasonably priced hotels in proximity to the business location.
* Accommodation must be booked through the corporate travel platform or with prior approval.
* Personal expenses (mini-bar, pay-per-view, etc.) are not reimbursable.

**5. Per Diem & Meal Expenses**

* Per diem rates apply based on travel location.
* Actual meal expenses will be reimbursed with receipts, subject to daily limits:
  + Breakfast: ₹300 / $10
  + Lunch: ₹600 / $20
  + Dinner: ₹900 / $30

**6. International Travel**

* Must be approved by department head and HR.
* Visa and passport expenses are reimbursable with receipts.
* Currency exchange fees and travel insurance (if required) are reimbursable.

**7. Expense Reporting and Reimbursement**

* Submit all travel expense reports within **7 business days** of return.
* Attach all original receipts (scanned/digital copies acceptable).
* Use [Expense Management Tool name] for submission.
* Reimbursements will be processed within 10 business days of approval.

**8. Unallowable Expenses**

The following are **not reimbursable**:

* Alcohol (unless approved during business meals with clients)
* Entertainment unrelated to business (movies, personal sightseeing, etc.)
* Fines (traffic violations, penalties)
* Travel for personal companions

**9. Safety and Security**

* Employees must adhere to local laws and company safety guidelines.
* Register with [security/travel app] when traveling internationally.
* Report any incidents to HR immediately.

**10. Exceptions**

* Any exceptions to this policy must be approved in writing by the employee’s department head and the Finance team.

**11. Policy Review**

This policy will be reviewed annually or as required due to changes in business needs or regulatory requirements.

**For Questions or Clarifications:**  
Contact: **travel@contoso.com**  
HR Department – Extension 1234  
Finance Department – Extension 5678