

Travel Policy

'Name of the Company' summarizes the provisions for business related travels in its travel policy. In this policy, instructions and explanations are given for every possible expenses. This policy contains the responsibilities on the part of the employees. Every employee must read and understand the given duties and shall conduct accordingly.

Purpose

This policy defines the process and the eligibility of employees for travel within and outside the country on business visits. The company expects the employee to travel expeditiously and comfortably to meet the business needs. It is also expected that the employee to be conscious to the cost to the Company and avoid wasteful expenses.

Scope

The policy is applicable to all employees of the Company

Legal/Medical Expenses

In case of travelling to other countries, all the expenses for getting a visa (except the expenses for passport) will be covered by 'Name of the Company'.

All the medical expenses like traveller's medical insurance, examinations, vaccinations etc., will be covered by 'Name of the Company' directly.

In case of travel related accidents, the medical fees will be covered by the traveller's insurance. If not, 'Name of the Company' will reimburse partial/full medical expenses.

Transportation Expense

For transportation via plane, the Company will pay for a two-way 'Class' class ticket, meal (as included in the ticket) and One luggage and a carry bag. The employee is entitled to bear the expenses of extra luggage or duty free purchases.

If the employee is using any other mode of transport, the company will reimburse for 'class' tickets.

With the exception of unforeseen trips, the bookings must be done at least 'Time Frame' in advance. This must be done with a written approval of the 'Job Title'.

Receipts for all the other expenses must be kept and submitted to the 'Job Title' at the end of the trip

Local Transportation

When reached at the destination, taxis can be used to commute in the area for business purpose. The employee must especially hold the receipt for traveling back and forth between airport and hotel, and traveling to any remote place for the purpose of business.

Transportation expenses for tourist place or places visited for personal reasons including exploring or site seeing will not be reimbursed.

The reimbursement limit in case of local transport is not more than '[Amount in Currency](#)'.

Accommodation

The company shall pay for a '[Categorise Hotel \(_ star or best hotel in the area\)](#)' Hotel for the employee to stay during business visits.

If the employee decides to stay longer than originally planned, due to any personal reasons, the company is NOT entitled to pay for the stay of such extra days.

Expenses for extra room will NOT be paid. This provision is not considered if the employee had to change the room for reasons beyond his control that made the existing room unsuitable for staying.

The Hotel Room must not cost more than '[Amount in Currency](#)' a night

On Trip Expenses

The employee is entitled to be reimbursed for the lunch and dinner for the business trip. This amount shall not be more than '[Amount in Currency](#)' per meal.

If the employee is travelling with the non-employee, ONLY the expenses for employee's meal shall be reimbursed. Separate bills must be maintained for this purpose.

In case the employee has lunch/dinners with clients, in such case, the whole amount of the bill will be reimbursed. In case of bills exceeding '[Amount in Currency](#)' per meal for client lunch/dinner, an approval from '[Job Title](#)' must be required.

Responsibilities of the Employee

The employee shall keep in mind that company's resources are not their own. He shall plan the trip with reasonable expenses.

The employee should collect the bills and receipts for every business related expense done on the trip.

The Employee must submit all the bills/ receipts to the '[Job Title](#)' within '[Number of days](#)' days after returning from the trip.

The expenses would be reimbursed within '[Time Frame](#)' or with the next payment, after it has been approved.

A promotional banner for factoHR. On the left, the logo and tagline "factoHR HR Solution for Growth" are displayed above the text "Simplify your HR and Payroll with factoHR Solution". Below this is a yellow button with the text "Schedule Demo". On the right, there is a stylized illustration of a desk setup: a computer monitor showing a dashboard, a yellow desk lamp, a white mug, a calendar with an 'X' on it, a round clock, and a shelf with books and binders.

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