

Travel Expense Guidelines

Booking:

- Use preferred vendors: Book flights, hotels, and car rentals through company-approved vendors to ensure competitive rates and compliance with travel policies. (e.g., Expedia, Travelocity, Concur)
- Book in advance: Plan and book trips at least two weeks in advance for domestic travel and four weeks for international travel to secure better rates and avoid last-minute costs.
- Seek pre-approval: Obtain approval for all business trips before booking, especially for international travel or exceeding budget limits. This can be done through a department head or a dedicated travel coordinator.
- Maintain documentation: Keep all original receipts and invoices for travel expenses for reimbursement purposes. Scan and upload them to the designated expense reporting system.

Transportation:

- Airfare:
 - Domestic flights: Economy class is required. Tickets exceeding \$500 require pre-approval from a department head.
 - International flights: Economy or coach class is required. Tickets exceeding \$1,000 require pre-approval from a department head and/or senior management.
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- Ground transportation:
 - Ridesharing:** Reimbursable up to \$50 per day, with Uber Pool or Lyft Line preferred.
 - Public transportation:** Reimbursable based on actual costs, with a maximum of \$20 per day.
 - Inter-city bus:** Reimbursable based on actual costs, with a maximum of \$100 per trip.

- Taxi: Reimbursable only with pre-approval for specific circumstances.
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- Rental cars:
 - Economy or compact class is required.
 - Mileage allowance of \$0.50 per mile.
 - Gas and tolls are reimbursable based on receipts.
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Accommodation:

- Company-approved hotels: Select from a pre-selected list of hotels within the following budget guidelines:
 - Major cities: \$150-200 per night
 - Smaller cities/towns: \$100-150 per night
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- Shared accommodations: Encourage shared accommodations for multi-person trips to maximize cost savings.
- Meal per diems: Follow established per diem rates for meals instead of itemized expense claims:
 - Breakfast: \$15
 - Lunch: \$20
 - Dinner: \$30
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Other Expenses:

- Business meals:
 - Only reimbursable when accompanied by a client or colleague.
 - Maximum \$50 per person per meal.
 - Alcoholic beverages not reimbursable.
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- Incidentals: Allocate a specific budget of \$50 per day for incidental expenses like baggage fees, laundry, and internet access.
- Entertainment:
 - Limit business entertainment expenses to those deemed essential for client relations or business development.
 - Maximum \$100 per person per event.
 - Requires pre-approval from a department head.
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Reporting and Reimbursement:

- Submit expense reports promptly: Submit detailed expense reports within 5 business days after the trip through the designated company system.
- Maintain original receipts: Provide original receipts for all claimed expenses.
- Non-reimbursable expenses: Be aware of expenses not covered by the travel policy, such as:
 - Personal purchases
 - Late fees
 - Upgrades not pre-approved
 - Mini-bar charges
 - Room service fees
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Additional Considerations:

- Travel insurance: The company may require or recommend travel insurance for specific destinations or activities. Individual plans can range from \$50-\$100 per trip.
- Duty of care: Employees should be aware of company policies regarding safety and security while traveling. This includes mandatory training and access to 24/7 emergency assistance.

- Sustainability: Encourage environmentally responsible travel choices like using public transportation, opting for eco-friendly hotels, and minimizing paper receipts.

Note: These dollar amounts are examples and may need to be adjusted based on the company's budget, geographical location, and industry standards. It is important to review and update the travel expense guidelines regularly to ensure they remain relevant and effective.