COMPANY TRAVEL POLICY

Policy Number: ______________________________ Version: ______________________________

1. Purpose and Scope

This Travel Policy (Policy) establishes the standards and procedures for all company-related travel activities. It applies to all employees, contractors, and affiliates (Travelers) who travel for business purposes on behalf of the company. The Policy aims to ensure safe, cost-effective, and compliant travel arrangements.

2. Authorization and Approval

All business travel must be pre-approved by the traveler's direct manager and the finance department. Travelers must submit a travel request outlining the purpose, destination, and estimated costs. Unauthorized travel expenses will not be reimbursed.

3. Travel Booking and Arrangements

Travel bookings should be made using the company's designated travel platform or approved travel agencies. Travelers are expected to select the most economical options consistent with business needs and safety considerations. Changes or cancellations must be communicated promptly to avoid unnecessary costs.

4. Transportation

Air travel shall be booked in economy class unless otherwise authorized. Ground transportation should be economical and safe, using public transportation, ride-shares, rental cars, or taxis as appropriate. Use of personal vehicles requires prior approval and reimbursement will be at the standard mileage rate.

5. Accommodation

Hotel accommodations shall be booked at standard, business-class hotels that provide reasonable comfort and safety. Luxury accommodations require prior written approval. Travelers should provide receipts for all lodging expenses.

6. Meals and Incidentals

Meal expenses will be reimbursed up to the daily allowance limits established by the company. Alcoholic beverages, personal entertainment, and other non-business expenses are not reimbursable. Receipts are required for all meal expenses.

7. Travel Safety and Security

Travelers must comply with all applicable laws, regulations, and company safety guidelines. Travelers should register travel plans with the company and notify management promptly of any incidents or emergencies. Travel to high-risk areas requires special approval and additional precautions.

8. Expense Reporting and Reimbursement

Travelers must submit detailed expense reports within seven (7) days of return, including all required receipts and documentation. Reports must comply with company procedures and be approved by the traveler’s manager. Non-compliant or fraudulent claims may result in disciplinary action.

9. Non-Reimbursable Expenses

The following expenses are not reimbursable: personal entertainment, leisure activities, fines or penalties, expenses for family or friends, travel upgrades without authorization, and any expenses not supported by receipts unless otherwise stipulated.

10. Compliance and Enforcement

Failure to comply with this Travel Policy may result in denial of expense reimbursement, disciplinary action, or termination of employment. The company reserves the right to audit travel and expense reports to ensure compliance.

11. Amendments

This Policy may be amended from time to time by the company. All travelers will be notified of any changes and are required to adhere to the latest version.

APPROVED BY:	**ACKNOWLEDGED BY:**
Signature: ___________________________	Signature: ___________________________