

Basic Business Travel Policy Framework for Employee Expenses

1. Purpose

This policy outlines the framework and general guidelines for the reimbursement of business travel expenses incurred by employees on company-approved travel.

2. Scope

This policy applies to all employees required to travel for business purposes on behalf of the company.

3. Policy Guidelines

3.1 General Principles

- All business travel must be pre-approved by the employee’s manager.
- Employees are expected to spend company funds prudently.
- Only reasonable and necessary expenses will be reimbursed.

3.2 Allowable Expenses

- Airfare (economy class, unless otherwise approved)
- Hotel accommodation (standard room rate)
- Meals during travel (within daily allowance limits)
- Local transportation (taxi, public transit, rideshare)
- Business-related incidentals (internet, baggage fees, etc.)

3.3 Non-Reimbursable Expenses

- Personal items or services
- Leisure or entertainment not related to business
- Alcoholic beverages
- Fines or penalties (e.g., traffic tickets)

3.4 Expense Limits

Expense Type	Allowance
Hotel	Up to \$150 per night
Meals	Up to \$50 per day
Local Transportation	Actual, with receipts

4. Reimbursement Procedures

1. Submit an expense report within 14 days of trip completion.
2. Attach all relevant receipts and supporting documentation.
3. Obtain manager approval before submission to the finance department.
4. Incomplete or late submissions may not be reimbursed.

5. Exceptions

Any exception to this policy must be approved in writing by a department head or senior management prior to incurring the expense.

6. Questions

For questions or clarification regarding this policy, contact the HR or Finance department.