

# Business Trip Allowance Policy Example

## 1. Objective

This policy provides guidance to all employees regarding allowances and reimbursements incurred during business trips to ensure fair and consistent application.

## 2. Scope

This policy applies to all permanent and contractual employees traveling for business purposes on behalf of [Company Name].

## 3. Allowable Expenses

- Transportation (flight, train, taxi, car rental)
- Accommodation
- Meals and incidental expenses
- Business-related communication and internet
- Other approved expenses

## 4. Daily Allowance Rates

Location	Meals Allowance	Incidental Allowance
Local (Domestic)	\$50	\$10
International	\$80	\$20

## 5. Procedures

1. Travel must be approved by management in advance.
2. All expenses must be supported by original receipts where applicable.
3. Expense claim forms must be submitted within 7 days after return.
4. Reimbursement will be processed within 10 working days.

## 6. Non-Reimbursable Expenses

- Personal entertainment and leisure expenses
- Alcoholic beverages
- Fines or penalties
- Family or companion travel costs

## 7. Policy Review

This policy will be reviewed annually and may be updated as required.

