

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.

