

Company Expense Guidelines for Business Travel

1. Purpose

These guidelines provide the policies and procedures for claiming business travel expenses. Employees are expected to comply with these guidelines to ensure reimbursement eligibility.

2. General Principles

- Expenses must be business-related, reasonable, and necessary.
- Original itemized receipts are required for all expenses.
- Claims must be submitted within 30 days of travel completion.
- Approvals must be obtained from the appropriate supervisor or manager.

3. Allowable Expenses

Category	Details
Airfare	Economy class only. Upgrades not reimbursed.
Accommodation	Standard room rates. Luxury or suite upgrades are not covered.
Meals	Daily allowance as per company policy. Alcohol not reimbursed.
Transportation	Taxi, rideshare, or public transit. Rental cars require pre-approval.
Miscellaneous	Parking fees, internet access, and business-related phone calls.

4. Non-Allowable Expenses

- Personal entertainment, leisure activities, and non-business meals.
- Travel insurance, fines, penalties, and upgrades.
- Expenses for family members or guests.
- Lost personal items.

5. Reimbursement Process

1. Complete the expense claim form with all required details.
2. Attach original itemized receipts for each expense.
3. Submit the claim to your supervisor for review and approval.
4. Keep copies of all submitted documents for your records.

6. Contact

For questions regarding these guidelines, please contact the Finance Department at finance@company.com.