

# Corporate Travel Guidelines for Expense Reporting

## 1. Purpose

This document outlines the guidelines for reporting and reimbursing business travel expenses incurred by employees while conducting company business.

## 2. Scope

These guidelines apply to all employees, contractors, and consultants required to travel on behalf of the company.

## 3. Allowed Expenses

- Airfare (economy class unless pre-approved)
- Hotel accommodations
- Meals and incidentals
- Ground transportation (taxi, ride-share, rental car, public transit)
- Business-related communication charges
- Conference fees and materials

## 4. Non-Reimbursable Expenses

- Personal entertainment (movies, sightseeing, etc.)
- Alcoholic beverages
- Fines and traffic violations
- Family member expenses
- Room service, unless pre-authorized

## 5. Expense Reporting Procedure

1. Submit all expenses within 7 days of trip completion.
2. Attach itemized receipts for each expense.
3. Use the company expense reporting tool.
4. Provide clear description and business purpose for each expense.
5. Obtain supervisor approval before submission.

## 6. Sample Allowable Expense Limits

Expense Type	Limit
Hotel	\$180/night (excluding taxes)
Meals	\$60/day
Taxi/Ride-share	\$50/trip

## 7. Contact

For questions regarding travel expenses, contact the Finance Department at [finance@company.com](mailto:finance@company.com).

