

Corporate Travel Policy Outline

The following outlines the general guidelines for employees who incur business travel expenses on behalf of the company.

1. Purpose

To define allowable travel expenses and ensure consistent, fair reimbursement according to company standards.

2. Scope

This policy applies to all employees traveling for business on behalf of the company.

3. Travel Booking

- All travel arrangements must be made through the company's approved booking channels unless exceptions are authorized.
- Travel should be booked using the most cost-effective and reasonable options.
- Travelers are encouraged to book in advance when possible.

4. Allowable Expenses

- Airfare (economy class unless approved otherwise)
- Lodging at standard business hotels
- Ground transportation (e.g., public transit, taxi, ride-share)
- Meals (within daily limits)
- Business-related internet or phone charges
- Parking and toll fees

Examples of Non-Reimbursable Expenses

- First class or luxury travel upgrades
- Personal entertainment or leisure activities
- Alcoholic beverages
- Fines or traffic tickets
- Expenses for friends or family

5. Expense Limits (Sample Table)

Category	Daily Limit
Meals	\$60
Hotel	\$150
Car Rental	Standard/Intermediate

6. Reimbursement

1. Submit all expenses within 10 business days of travel completion.
2. Original itemized receipts are required for all claims.
3. Expenses without documentation may not be reimbursed.

7. Exceptions

Any exceptions to this policy require prior written approval from a manager or designated authority.

8. Policy Acknowledgment

All employees must acknowledge understanding and acceptance of this policy before undertaking business travel.