

# 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.