

Workplace Travel Policy

1. Policy Purpose

2. Scope

3. Definitions

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4. Policy Statement

5. Eligibility Criteria

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6. Travel Approval Process

- 1.
- 2.
- 3.

7. Booking and Arrangements

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8. Travel Expenses

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9. Reporting and Documentation

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10. Health, Safety, and Security

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11. Non-Compliance

12. Policy Review

13. Contact Information

