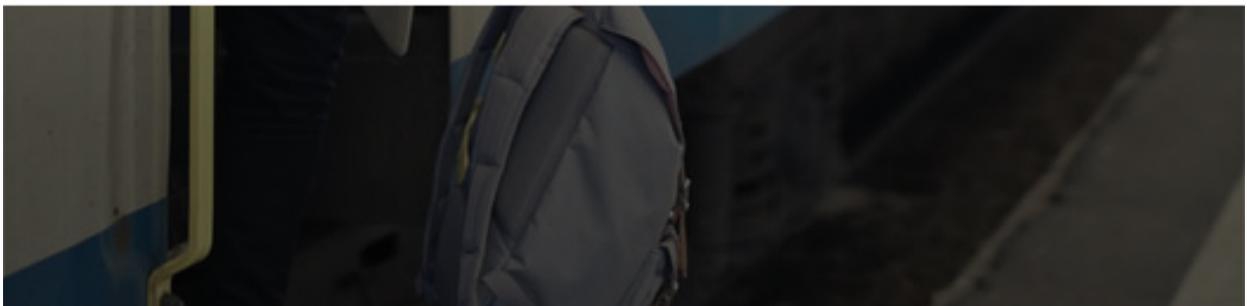




Travel Policy Template

DIB Travel



Introduction

The Travel Policy provides standardized rules and regulations which are to be followed while traveling. These rules help us to promote fairness regarding travel expenses as well as to keep travellers safe.

The corporate travel policy also results in better analysis thanks to the inputs received from employee reviews. And better analysis results in better decision making.

- A travel policy supports cost management
- A well-written travel policy saves time for the employee
- A travel policy determines the do's and don'ts of conduct/behavior while traveling

Thank you for reading this policy! Please direct any questions to Name and/or Role.

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Purpose and Scope

The purpose of the **Company Name** travel policy is to ensure that the company travel expenses are controlled by establishing certain standards.

Employees must control business travel expenses by making a sound judgment concerning the use of company funds. Travel is an important aspect for carrying out business, and it is expected that employees follow the travel guidelines while traveling and to provide documentation *in support of the same*.

Our company travel policy outlines the provisions for company-related travel. We will explain which expenses we shall reimburse and how. We will also give instructions to our employees how to track their expenses correctly when traveling.

Scope

The policy applies to all employees of the company. Non-adherence with the travel policy can lead to stringent disciplinary action and possibly also termination of the contract.

In this policy, we refer to business trips as “travel”.

This policy does not refer to your daily commute to the office.

As our employee, you may need to travel for company purposes. This includes trips to:

- Meet with customers or partners.
- Attend events, like conferences, where you will represent our company.
- Visit our company’s offices in other locations.
- Conduct research or give talks/ lectures/ presentations on behalf of our company

For this kind of travel, we will reimburse transportation and accommodation expenses, as well as daily expenses.

Booking

Use the company approved booking tool

All trips should be approved by the team lead or manager. All travel arrangements must be made through the Approved booking tool that includes travel policies. If employees need approval for a trip outside of the travel policy limits, approval shall be requested using the Approved booking tool. Any arrangements made through another booking tool/ travel agency need to have approval from the director/HOD.

Expense Categories

Employees are expected to travel in a cost-efficient manner. Always make sure not to exceed the amount mentioned in the Travel Policy in order to avoid time-consuming approvals.

Traveling by air

- When traveling for business purposes, you are entitled to company-paid plane tickets in the economy class.
- Book only through the company Approved booking tool as it provides total savings for both domestic and international travel.
- The company will reimburse two-way tickets, meals (as included in the ticket price), one luggage, and a carry-on.
- Travel must be booked at least X days in advance for domestic travel and X days in advance for international travel. Trips with less advance notice must be approved by the team lead and/or the manager.
- Any exception needs to be approved by your manager.

Cancellation of travel plans - In case of cancellation of your travel plans, cancel your flights through your approved booking tool. The ticket may or may not be refunded depending on the booking class.

Transportation from home to the airport - The most economical means

of transportation must be chosen while commuting from home to the airport and vice versa.

Road Transportation

Rail transport - When booking rail transportation, all employees must book in the **economy class** using the **Approved booking platform**. Rail transportation should be used by the employee when possible to achieve our sustainability targets.

Local Transportation - When reaching your destination, you can use taxi/Uber for your business trip only if:

- Public transportation is not viable
- When safety is a concern

The use of a taxi is not encouraged when other available services are more economical. In most cases, public transport should be used. If colleagues are travelling to the same location, they are advised to share the ride.

Always ask for receipts and we will reimburse fares for traveling:

- From airport/stations to your hotel and back.
- To and from every place you visit for company purposes (such as conference halls, or customer offices).

We will not reimburse transportation expenses for trips for personal purposes.

Rental car - The use of alternative transportation is advised before deciding on car rental. When renting vehicles through our Approved booking tool, employees must choose an economy/ compact/ or mid-size. Employees may accept an upgrade on site if offered by the rental company at no additional charge. Use a single rental car for up to 4 employees.

For rental vehicles, money spent on fuel is reimbursable. Please follow the expense and reimbursement guidelines below. The car rental should be returned with the amount of fuel requested.

Rental car insurance is provided by **Insurance company**, so employees should accept the Loss Damage Waiver and Collision Damage Waiver and not purchase insurance on site.

Accommodation

Employees should book rooms using the [Approved booking tool](#). The nightly rate must be within the company policy and/or the price is equivalent to/or lower to the cost of a standard room at a 4-star hotel in the same city.

Please do not book with the accommodation provider directly, or your trip will not be tracked properly.

Hotels

- Employees must book standard rooms. Room upgrades are allowed if offered on site at no additional cost.
- All lodging should be booked with the [Approved booking tool](#).
- A list of maximum nightly rates per city can be found [here](#). When traveling to a city not included on this list, the maximum night rate is **X amount**.
- Additional hotel costs that can be reimbursed include:
 1. Wi-Fi fee
 2. Valet parking or hotel parking for personal or rental car
 3. Breakfast fee that fits within the daily allowance

We will not reimburse any additional room-related charges incurred. We may make an exception if you need to upgrade your room for reasons outside of your control (for example, a malfunction that makes your room unsuitable and there is no room of equal cost available). In this case, contact our [Approved booking tool's support team](#) immediately so that they can find the best solution and arrange the payment.

If you want to stay at a more expensive lodging for a particular reason, you will need to pay the difference yourself.

Meals

During a business trip, you are entitled to reimbursement for lunch and dinner at a maximum of **X amount** per meal. We will reimburse only your own part of the bill. If you are traveling with a non-employee make sure to separate your bills or ask for separate receipts.

When it comes to representation/entertainment with customers (like dinners), we will reimburse the full bill including tips. The most senior employee participating in the meeting should pay the bill and submit the expenses for reimbursement. If you exceed **X amount** per person for one meal, you must get approval from your manager to expense the cost.

Other

Miscellaneous Expenses - The company will reimburse calls made for business purpose while travelling. The calls made for the business purpose must be marked clearly in the expense report.

The company also encourages the employee to be in touch with the family to maintain communication. Thus, reasonable personal calls made by the employee will also be reimbursed.

Traveling with a non-employee - Our policy allows you to share a company-booked room with a partner, friend or family member who wants to travel with you, as long as this does not incur extra charges for our company. Keep in mind that you'll be financially responsible for any expenses or damages this person incurs.

We will not reimburse any expenses for your co-traveler for the entirety of the trip. The only exception are taxi fares that do not depend on the number of people on the ride.

Legal/medical expenses - If you need to travel to a country that demands a visa or other documentation to enter, we'll cover all relevant expenses (excluding expenses for issuing passports). The same applies to medical expenses, like medical insurance for travellers, vaccinations or examinations.

Medical care fees due to travel-related accidents may be covered by workers' compensation insurance. If not, we may partially or fully reimburse you for your medical expenses.

Leisure activities

Leisure extensions (extending your business trip by using vacation days) is allowed as long as:

- The vacation days have been approved by your manager
- The leisure extension will not interfere with the purpose of the business trip

Employees can extend their trip as approved by the manager, and **Company Name** will pay for the return flight or travel accordingly, so long as the trip is booked in advance (**X** number of days in advance for international travel and **X** number of days in advance for domestic travel) and the dates do not result in an increase in flight or ground transportation cost of greater than 10%, otherwise employees must pay the cost difference. Employees must pay for their lodging, food, and other expenses during the designated vacation days.

More to know

We ask you to use your best judgment when traveling for company purposes. Don't go overboard with spending on food and drinks. Always ask for receipts and keep them organized. When you are back from your trip, submit all expenses to our **Expense Tool** within **X time period**. If you had a reason not to submit expenses within that period, talk to your manager.

Non-reimbursable purchases

- In-flight purchases
- Excess baggage fees
- Childcare, pet care and pet boarding
- Toiletries or clothing
- Airline club memberships
- Minibar purchases or bar bills
- First-class rail transportation
- Laundry or dry cleaning
- Parking fines or traffic violations
- Airline ticket change fees
- First-class rail transportation
- Clothes
- Loss or theft of goods
- Damage to personal vehicles
- Rental car company insurance
- Premium, Luxury or Elite car rentals
- Movies, online entertainment or newspapers
- Spa and health club usage
- Flowers, sweets and confectionary
- Room service
- Additional beds or bedding

Expense reporting and reimbursement process

Expense reporting in regards to the transportation and accommodation is not necessary when using the [Approved booking tool](#). For all other purchases that are reimbursable according to the guidelines laid out in Expense Categories, please use the [Expense tool](#) to generate expense reports, including the following information: vendor name, amount, date, description of the purpose of the expense or the related client account, receipt.

Expense reports must be submitted to [Employee or department name](#) within [X days](#). You will receive the reimbursement within [X days](#) of submittal.

Travel support and safety

In the event of an emergency while traveling, please call [insert contact details of employee](#) after you have received attention from a local EMS (emergency services provider).

[Vendor name](#) is our travel insurance company. Our policy number is [###](#). [Vendor name](#) can be reached at [insert contact details](#) to assist with [insert details about the nature of support the insurance company can provide](#).

[Vendor name](#) is our duty of care vendor. In the event of a local emergency, a [Vendor](#) employee may contact you directly about evacuation.

Travel support

In case of missed flights, cancellations, hotel issues, or anything else travel related, please contact the support team of the [Approved booking tool](#) via email, phone or chat. The support team is available [24/7](#) or [insert business hours](#).

Keeping track of our travellers

Please use the [Approved booking tool](#) to book all business travel. We can automatically track everyone on business travel and take action in the event of an emergency.

If you cannot use the [Approved booking tool](#) for a valid reason (i.e. your customer is sharing their hotel rate with you, which requires you to book direct) please contact the support team of the [Approved booking tool](#) via email or phone at [insert contact details](#) so the support team can enter your trip details into the platform, or please contact [Corporate travel manager name](#) or [office manager name](#) so they can manually enter your trip details into the platform.