POLICY

Business Travel Policy

Version: Generated:

Overview

A policy outlining guidelines for business travel within an organisation.

Sections

Purpose

The purpose of this policy is to ensure that business travel is conducted efficiently, cost-effectively, and safely while meeting the needs of the company and its employees.

Scope

This policy applies to all employees of [Company Name] who are required to travel for business purposes. It covers all aspects of business travel including booking, expenses, and reimbursement.

Definitions

Business Travel: Travel undertaken for work-related purposes, authorized by the company.

Per Diem: A daily allowance for expenses incurred during business travel.

Pre-Approval Threshold: The maximum amount for travel expenses that can be incurred without prior approval.

Policy Statement

Employees must book travel through approved channels and adhere to the following guidelines:

- Travel must be booked through the company's designated travel agency or platform.
- Economy class shall be used for flights under [threshold] hours. Business class may be used for flights exceeding [threshold] hours or for senior management.
- Hotel accommodations should be booked at a standard business class level unless otherwise approved.
- A per diem allowance will be provided based on the location and duration of travel, as outlined in the company's per diem table.

- Reimbursable expenses include transportation, lodging, meals, and necessary business-related expenses. Personal expenses are not reimbursable.
- Receipts must be submitted for all expenses over [threshold] amount.
- Personal travel may be combined with business travel if it does not result in additional costs to the company and is pre-approved.
- Travel expenses exceeding the pre-approval threshold must be authorized by a manager prior to booking.

Roles and Responsibilities

Employees are responsible for adhering to this policy and submitting accurate expense reports. Managers are responsible for approving travel requests and ensuring compliance with the policy.

Compliance and Enforcement

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment. Employees must ensure all travel arrangements and expenses comply with this policy.

Exceptions

Any exceptions to this policy must be approved in writing by a senior manager or designated authority prior to travel.