Company NAME

Travel Policy & Procedure Manual

Purpose

COMPANY NAME has developed this Travel Policy and Procedure Manual to provide our business travelers with a reasonable level of service and comfort at the lowest possible cost. An effective travel policy is essential in maximizing our ability to negotiate discounted rates with preferred suppliers and control travel expenses.

The purpose of this document is to:

- Ensure all employees have a clear and consistent understanding of policies and procedures for business travel and entertainment.
- Provide guidance on allowable and non-allowable expense types.
- Ensure company travel and entertainment costs are managed within reasonable limits by establishing clear expense criteria.
- Enable COMPANY NAME to correctly disclose market level tax liabilities and ensure tax regulation compliance.

Scope

- This travel policy applies to all individuals traveling on company business for COMPANY NAME.
- Amendments to this document may be made at the operating company level to accommodate local market conditions and requirements.
- Specific business units may, at their discretion, impose greater control than required by this policy but never less.

Responsibility and Enforcement

The traveler is responsible for complying with this travel policy. The approver is responsible for accurately reviewing expense reports for compliance.

Employees will be reimbursed for all reasonable and necessary expenses while traveling on authorized Company business. COMPANY NAME assumes no obligation to reimburse employees for expenses that are not in compliance with this policy.

Travelers who do not comply with this travel policy may be subject to:

- delay or withholding of reimbursement
- disciplinary action after a significant number of policy exceptions
- appropriate management action, up to and including termination

When a traveler does not book the lowest airfare offered, the Travel Counselor will note the policy exception which will be included in monthly exception report reviewed by <APPROVER TITLE>.