

ANATOMY OF A CORPORATE TRAVEL POLICY



Essential Information.

- Include your company logo, name, and date.

A concise explanation about the goals of the corporate travel policy.

- Also explain how business trips help the company achieve its goals and mission.

Help readers locate the relevant sections.

Share the company's duty of care

- Ask for emergency contacts
- Provide information about the company's travel insurance policy
- Supply emergency point of contact
- Explain emergency procedures

Notes on expenses

Be clear whether it's mandatory to book from the list of preferred vendors or if employees should find the lowest-cost option where possible.

- Preferred website or online booking tool
- Airfare - when to book, economy vs business
- Frequent flyer benefits
- Preferred mode of transport
- Maximum per diem rate
- Reimbursements - petrol, parking fees, tolls
- Preferred vendors
- Types of hotel rooms; location
- Maximum per diem rate
- Reimbursable expenses vs 'bleisure' costs
- Airbnb policy
- Which meals will be shouldered
- Assigned budget for each meal
- Reimbursing mobile phone charges
- Purchasing local SIM cards or pocket WiFi
- Define reasonable expenses
- Specify expenses that require pre-approval
- Claiming medical expenses
- Explain items and situations that don't qualify for reimbursement
- Explain exceptions

Necessary information required to apply for a refund for travel expenses

- Remind travellers to fill out expense report
- Information they need to provide
- Deadlines for submission of reimbursement claims
- Timeline Accounts takes to approve (and deny) claims
- Explain the process of digitising receipts and reimbursement claims via any app or platform

Explain how employees can give feedback on the policy.

- Also state the consequences of non-compliance, if any.

Corporate Travel Policy

1 January 2020

I. Introduction

Placeholder text for the Introduction section.

II. Contents

- Placeholder text for Contents item 1.
- Placeholder text for Contents item 2.
- Placeholder text for Contents item 3.

III. Employee Safety

Placeholder text for the Employee Safety section.

IV. Travel Expenses

Placeholder text for the Travel Expenses section.

1. Air Travel

Placeholder text for Air Travel sub-section 1.

2. Ground Transport

Placeholder text for Ground Transport sub-section 2.

3. Accommodation

Placeholder text for Accommodation sub-section 3.

4. Meals

Placeholder text for Meals sub-section 4.

5. Mobile Phone & Internet

Placeholder text for Mobile Phone & Internet sub-section 5.

6. Entertainment Expenses

Placeholder text for Entertainment Expenses sub-section 6.

7. Medical Expenses

Placeholder text for Medical Expenses sub-section 7.

8. Non-reimbursable Expenses

Placeholder text for Non-reimbursable Expenses sub-section 8.

V. Reporting and Reimbursement Process

Placeholder text for the Reporting and Reimbursement Process section.

VI. Others

Placeholder text for the Others section.