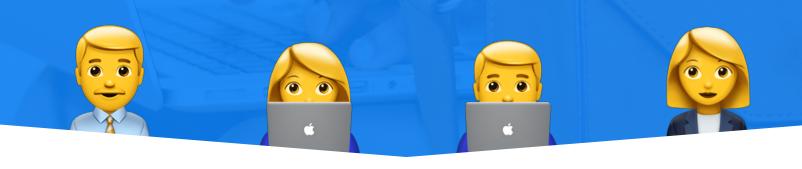
ANATOMY OF A CORPORATE TRAVEL POLICY



	■ Include your company logo, name, and date.	Correcte Trevel Deliere
	A concise explanation about the goals of the corporate travel policy.	Corporate Travel Policy 1 January 2020
	☐ Also explain how business trips help the company achieve its goals and mission.	I. Introduction
	Help readers locate the relevant sections.	TT. Claratarata
	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	II. Contents 1. 2. 3. III. Employee Safety
	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.	→ IV. Travel Expenses
	 □ Preferred website or online booking tool □ Airfare - when to book, economy vs business □ Frequent flyer benefits 	1. Air Travel
	 □ Preferred mode of transport □ Maximum per diem rate □ Reimbursements - petrol, parking fees, tolls 	2. Ground Transport
	 □ Preferred vendors □ Types of hotel rooms; location □ Maximum per diem rate □ Reimbursable expenses vs 'bleisure' costs 	3. Accommodation
	 □ Airbnb policy □ Which meals will be shouldered □ Assigned budget for each meal 	4. Meals
	 ☐ Reimbursing mobile phone charges ☐ Purchasing local SIM cards or pocket WiFi 	5. Mobile Phone & Internet
	□ Define reasonable expenses□ Specify expenses that require pre-approval	6. Entertainment Expenses
	□ Claiming medical expenses□ Explain items and situations that don't	7. Medical Expenses
	qualify for reimbursement Explain exceptions	8. Non-reimbursable Expenses
	Necessary information required to apply for a refund for travel expenses	V. Reporting and Reimbursement P
	 □ Remind travellers to fill out expense report □ Information they need to provide □ Deadlines for submission of reimbursement claim □ Timeline Accounts takes to approve (and deny) claim □ Explain the process of digitising receipts and reimbursement claims via any app or platform 	S
	Explain how employees can give feedback on the policy. Also state the consequences of non-compliance, if	VI. Others fany.
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