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[Company/Organization Name]

Effective Date: [Date]

**Travel Policy**

**1. Purpose:**  
The purpose of this policy is to provide guidelines and procedures for employees traveling on behalf of [Company Name]. This policy aims to ensure safe, efficient, and cost-effective business travel while maintaining compliance with company standards and applicable laws.

**2. Scope:**  
This policy applies to all employees, contractors, consultants, and any other individuals traveling for business purposes on behalf of [Company Name].

**3. Travel Authorization:**  
All business travel requires prior authorization from the employee's manager or supervisor. Employees must submit a travel request detailing the purpose of the trip, dates, estimated expenses, and any relevant supporting documentation. Managers will review and approve travel requests based on business necessity and budget availability.

**4. Travel Booking:**  
Employees are required to use the company's approved travel booking channels for all business-related transportation and accommodation reservations. Personal travel extensions or deviations from the approved itinerary should be at the employee's expense and should not conflict with business-related commitments.

**5. Transportation:**  
a. Flights: Employees should book economy class for all domestic and international flights, unless the duration of the flight exceeds [specify hours], in which case business class may be considered with prior approval from the manager.  
b. Ground Transportation: Reasonable ground transportation expenses, such as taxis, ride-sharing services, or rental cars, will be reimbursed. Employees are encouraged to use cost-effective options.

**6. Accommodation:**  
Employees should choose accommodations that are safe, comfortable, and reasonably priced. [Company Name] has preferred hotel providers in select locations, and employees are encouraged to use these options where available.

**7. Meals and Incidentals:**  
Reasonable meal expenses and incidentals, such as tips and laundry, will be reimbursed based on actual receipts or a per diem allowance as per company policy.

**8. Expense Reporting:**  
a. Expense Report Submission: Employees must submit their travel expense reports within [specify number of days] after the completion of the trip.  
b. Receipts: Employees should retain and submit itemized receipts for all travel expenses, except for per diem allowances.  
c. Currency Conversion: Expenses incurred in foreign currencies should be converted to the company's local currency at the prevailing exchange rate.

**9. Travel Insurance:**  
[Company Name] will provide appropriate travel insurance coverage for employees traveling on approved business trips. This insurance may include coverage for medical emergencies, trip cancellations, and lost luggage. Employees should familiarize themselves with the policy coverage before the trip.

**10. Travel Safety:**  
a. Pre-Travel Safety Checks: Employees should consult relevant travel advisories and undertake any required vaccinations or health precautions before embarking on international travel.  
b. Traveling to High-Risk Areas: Employees planning to travel to high-risk areas should seek approval from the appropriate authorities within the company and comply with all security measures.

**11. Travel Expense Approval:**  
All travel expenses will be reviewed and approved by the employee's manager or a designated approver in accordance with company guidelines and budgetary limits.

**12. Non-Reimbursable Expenses:**  
The following expenses are generally considered non-reimbursable:  
a. Personal expenses not directly related to business travel.  
b. Expenses for travel companions or family members.  
c. Expenses for activities not related to business purposes.

**13. Travel Policy Compliance:**  
Failure to comply with this travel policy may result in the denial of reimbursement for expenses or other appropriate disciplinary action.

**14. Policy Review:**  
This travel policy will be reviewed periodically to ensure its effectiveness and alignment with changing business needs and industry best practices.

By adhering to this travel policy, we aim to maximize the

value of business travel while ensuring the well-being and safety of our employees. If you have any questions or need clarification, please contact [relevant department or personnel].

**Employee:**

I have read and understood the Travel Policy, and I do not have any questions.

[Employee's Full Name]

[Employee's Signature]

[Date]

**Company:**

[Company Name]

[Company Representative's Name]

[Company Representative's Title]

[Company Representative's Signature]

[Date]