Corporate Travel Policy

Location:

Effective Date:

Revision Number: 1

**Purpose**

[insert name] will reimburse employees for approved expenses incurred during authorized business travel. The purpose of this policy is to establish standards to control the costs of business travel and set standards for use of company devices while traveling.

**Scope**

It is the responsibility of each employee to control the costs related to corporate travel. [insert name] expects employees to exercise good judgment when representing the company while traveling and using company funds. Employees are expected to travel in accordance with these guidelines and provide required supporting documentation, such as receipts, in accordance with company policy.

Noncompliance with this policy may result in delayed or denied reimbursement, as well as disciplinary action, which may include termination of employment.

# POLICY GUIDELINES

# Travel Arrangements

Employees must arrange all travel—including airfare, lodging and ground transportation—through [insert name] so that can ensure reimbursement and support employees in the event of an emergency. [insert name] will review expenses to ensure employees are in compliance with this policy.

All employee business travel not booked through [insert name] requires prior approval from [insert name].

Passports

Employees who plan to travel internationally should ensure that their passport is valid for at least six months beyond the anticipated date of the completion of their trip. The passport should also have at least three blank visa pages. Expenses associated with obtaining a business visa or passport for business travel are reimbursable.

Employees should only rely on government websites for visa and passport information and should only use approved vendors to assist in the application process.

# Business Expense Reimbursement

[insert name] will reimburse employees for all necessary and reasonable travel expenses related to the normal conduct of business. The following policies and procedures have been established to administer uniform guidelines for reimbursement of business-related travel, meals and entertainment expenses. While this policy provides many answers and useful guidance, it cannot address every possible situation. If you have any questions regarding the business nature or reimbursement of expenses, check with your supervisor before you commit to spending any funds. The most useful guide to cost-effective business travel is to spend money as if it were your own.

Auto Allowance and Mileage

Employees receive reimbursement for direct business mileage. Employees may receive either a monthly auto allowance or a direct mileage reimbursement based on an evaluation of the use of their personal automobile for purposes of conducting company business. Auto allowances are paid on a monthly basis. Direct mileage is reimbursed at the current IRS standard rate, and is paid upon submission of a signed and supervisor approved “Monthly Mileage Report” form. Because it is more cost-effective than direct mileage reimbursement, [insert name] prefers that employees rent an automobile if round-trip mileage on a business trip will be more than 200 miles. See section on “Car Rentals” below.

The use of a personal automobile for business-related travel is only authorized if the automobile is covered by a current insurance policy with limits not less than [insert amount] for bodily injury and [insert amount] for property damage. Any damages, repair costs or maintenance costs incurred by an employee in the use of their privately owned vehicle in conjunction with company business is the sole responsibility of the employee.

Car Rentals

[insert name] has a preferred relationship with [insert car agency name], which offers discounted rates and direct billing. Employees should use this agency whenever possible in making reservations for both local and out-of-town rentals. [insert name] suggests the use of midsize vehicles unless a larger vehicle is necessary and justifiable for business purposes. Collision and liability insurance coverage should not be purchased when renting a car for domestic business purposes. The car rental needs to be made in both the name of [insert name] and the name of the employee to be covered by the company’s insurance policy. [insert name]’s insurance carrier, [insert carrier name], should be contacted immediately in the event of any accident or damage with a rented vehicle.

Air Travel

If approved by management, reservations for air travel can be made by the employee either online or directly with the various airlines. It is expected that employees make every effort to minimize the cost of air travel, including considering Saturday night stays or departures out of alternate airports. For any tickets with a round-trip cost over [insert cost], it is requested that employees attach to their expense report a copy of the search results that show the lowest fare available. All trips involving a Saturday night stay must be pre-approved by the employee’s manager.

Spousal Travel

Travel expenses related to an employee’s spouse are not reimbursable by the company.

Lodging

The selection of overnight lodging should be guided by considerations of safety, quality and reasonableness of room rates. Again, the most useful guide to cost-effective accommodations is to spend money as if it were your own. When rooms are guaranteed for late arrival and the trip is canceled or other lodging is secured, the reservation must be canceled to avoid being billed for a no-show. Hotels may require either a 24- or 48-hour cancellation notice to avoid these charges. The cost of in-room movies is not reimbursable.

Business Meals

Employees will be reimbursed for reasonable and actual expenses for meals incurred while on business trips away from their normal business hours. All original receipts must be included with the employee’s travel and expense report. Any employee expense report received without the receipts will be returned to the employee. Reasonable meal expenses are outlined below:

Breakfast [insert dollar amount]

Lunch [insert dollar amount]

Dinner [insert dollar amount]

Meal limits may be exceeded only with manager approval. Business meals are reimbursable expenses for new employee orientations, major work anniversaries, training sessions, meals with prospective new hires, and department or team lunch meetings where business is conducted. Lunches for department or team meetings should be reasonable, both in terms of cost and frequency. The guideline for reimbursement of tips on business meals is 15 percent.

When more than one employee is present at a business meal, the employee with the highest-ranking job level should pay the bill.

In order to avoid a conflict of interest, grantees and potential grantees should not host employees.

Meals for nonbusiness guests are considered personal expenses.

Cellphone Reimbursement

Cellphone expenses of up to [insert amount here] per month are eligible for reimbursement.

Submittal of Monthly Expense Report Forms

It is the employee’s responsibility to prepare and submit a Monthly Expense Report to receive reimbursement for business-related expenses. Expense reports should be submitted on at least a monthly basis to ensure proper matching of expenses with the appropriate accounting period.

For business-related meals and entertainment expenses to be tax deductible, IRS regulations require that the following items are documented on the expense form:

Amount and date of expense

Specific business purpose

Name

Title and company of people entertained

Name and location of the establishment where the event took place

Time of the business discussion (for example, before, during or after the event)

All claimed expenses over [insert amount] must have an original receipt. All monthly expense report forms must be signed by the employee and approved by his or her supervisor before being submitted to accounts payable for processing.

# Company Devices and Portable Media

It is an employee’s responsibility to ensure the security of all company devices and intellectual property. Employees should take the following precautions while traveling:

Make sure all company devices are set to lock if they’re inactive.

Install all available updates before traveling.

Avoid public Wi-Fi. Cyber criminals have been known to set up hot spots in public places like restaurants, airports and hotels to try to get unsuspecting business travelers to connect. If it is necessary to use a public Wi-Fi network, make sure you can trust its source and that the network that you access is encrypted.

Disable the auto-connect feature for Wi-Fi and Bluetooth while traveling so you can determine which networks or devices you want to connect to and which you don’t.

# Credit Cards

[insert name] offers company credit cards for employees who travel frequently as part of their duties, purchase large volumes of goods for use by the company or incur frequent business expenses.

As a rule, corporate credit cards cannot be used to obtain cash advances, bank checks and electronic cash transfers. Corporate credit cards may not be used to purchase anything other than the expenses incurred by the employee whose name appears on the credit card. The card is not to be used for personal expenses of the employee.

Misuse of a company credit card will result in the cancellation of the card. If the card is used for personal expenses, [insert name] has the right to recover these expenses from the cardholder. All employee cardholders will be required to sign an agreement authorizing [insert name] to recover any charges incurred for personal reasons through payroll deduction.

Credit card expenditures must be submitted with original receipts to human resources within [insert number here] days of the statement date. Cardholders who do not submit their expenditures within this time frame will be asked to submit them immediately.

If a credit card holder does not follow this policy, his or her card will be canceled.

Lost or stolen company credit cards must be reported to [insert department or person who will handle lost or stolen company credit cards here] immediately.