

TRAVEL PAY POLICY TEMPLATE

1. Purpose

This policy establishes the guidelines for the reimbursement of travel expenses incurred during the course of performing authorized business activities. Our goal is to ensure that employees traveling on company business are fairly compensated for reasonable expenses while maintaining compliance with company budgets and policies.

2. Scope

This policy applies to all employees of [Company Name] who incur travel-related expenses approved and deemed necessary by their supervisors.

3. General Guidelines

- Employees must receive pre-approval from their supervisor or the Finance department before making any travel arrangements.
- Travel should be planned in the most economical way, considering costs, efficiency, and convenience.
- All travel expenses need to be substantiated by providing receipts and documented in a timely and accurate travel expense report.
- Expenses that are not submitted within [30 days] of the completion of travel will not be reimbursed.
- Employees are responsible for the cancellation of travel arrangements in a timely manner to avoid cancellation fees or penalties.

4. Reimbursable Expenses

Reimbursable expenses may include but are not limited to:

- Airfare (economy class)
- Ground transportation (includes rental vehicles, taxis, public transportation)
- Lodging (standard room, business-class hotel)
- Meals (subject to a daily limit defined by the company)
- Fees for necessary communications, such as Internet charges
- Registration fees for conferences or workshops

5. Non-reimbursable Expenses

The following expenses are typically not reimbursed:

- Upgrade charges for flights, hotel rooms, etc.
- Personal meals beyond the daily limit
- Entertainment expenses



- Personal side trips
- Personal use items such as magazines, medications, etc.
- Alcoholic beverages

6. Travel Advances

- Employees may request a cash advance to cover foreseeable expenses via a written request to the Finance department at least [14 days] before the travel date.
- Any unused portion of an advance must be returned to the company immediately upon return from the trip.

7. Lodging

- Employees are encouraged to use corporate rates where available.
- Accommodation expenses that exceed the standard class must be pre-approved and justified.

8. Meals and Entertainment

- The company will reimburse meals and entertainment expenses up to a per diem rate which will be communicated annually.
- Receipts must be provided for reimbursement.

9. Use of Personal Vehicles

- Employees using their personal vehicles for approved travel will be reimbursed at the rate established by the IRS for business travel mileage.
- Gasoline, maintenance, repair, depreciation, insurance, and other costs are included in the mileage reimbursement and will not be reimbursed separately.

10. International Travel

- Must be explicitly approved by the department head and coordinated with the Human Resources and Finance departments.
- Employees must comply with company guidelines on international per diem rates, and health and safety guidelines.

11. Reporting and Reimbursement Procedures

- All travel expenses must be reported on the company's standard Travel Expense Form, accompanied by the required receipts.
- Expense reports should be submitted to the Finance department within [10 days] of travel completion for processing and reimbursement.
- Disputes over expenditures or reimbursements should be addressed to the Finance department within [15 days] of the disputed expense report's return.

12. Policy Enforcement



Violations of the travel policy may result in disciplinary actions, including denial of future travel privileges, reimbursement denial or recovery, and disciplinary action up to and including termination of employment.

This policy is subject to changes and updates as necessary and appropriate. All employees are encouraged to stay informed about the policy adjustments and ensure compliance.

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