

# Freelance Travel Policy for International Assignments

Date: [Insert Date]

To: [Freelancer Name]

From: [Your Company Name]

## Purpose

This document outlines the travel policy for freelancers on international assignments.

## Travel Approval

All international travel must be pre-approved by [Designated Authority]. Please submit travel requests at least [X weeks] in advance.

## Travel Expenses

Reimbursable expenses include:

- Airfare (economy class)
- Accommodation (standard rates)
- Meals (per diem of [amount])
- Transportation (taxi, public transport)

All expenses must be documented with receipts.

## Travel Insurance

Freelancers are required to obtain travel insurance that covers health and safety while on international assignments.

## Health and Safety

Freelancers must adhere to health and safety guidelines provided by [Designated Authority] and ensure compliance with local regulations and protocols.

## Contact Information

For any questions regarding this travel policy, please contact [Contact Person] at [Contact Email/Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]