

Essential Travel Guidelines for Employees

Dear Employees,

As we navigate through our travel needs, it is essential to adhere to the following guidelines to ensure a safe and efficient travel experience:

1. Travel Approval

All travel must receive prior approval from your direct supervisor. Submit requests at least two weeks in advance.

2. Health and Safety

Prior to traveling, please check for any health advisories or restrictions in your destination. Carry necessary health documents and vaccines if required.

3. Expense Reporting

Employees should keep all receipts and document expenses according to company policy. Submit your expense report within one week of return.

4. Emergency Contact

Ensure you have provided an emergency contact to your supervisor and have local emergency numbers on hand.

5. Return Policy

Upon return, report any travel issues or health concerns immediately to Human Resources.

Thank you for your attention to these important guidelines. Safe travels!

Sincerely,
Your Management Team