

Corporate Travel Expense Policy Overview

Dear Team,

We are committed to ensuring all travel-related expenses for our employees are managed effectively and responsibly. Below is an overview of our Corporate Travel Expense Policy:

1. Purpose

The purpose of this policy is to outline the types of expenses that are reimbursable during work-related travel.

2. Scope

This policy applies to all employees who travel for business purposes.

3. Allowable Expenses

- Transportation (airfare, car rentals, mileage reimbursement)
- Accommodation (hotel stays)
- Meals (per diem allowances)
- Miscellaneous (business-related expenses, parking fees)

4. Non-Allowable Expenses

- Personal expenses (incidental expenses unrelated to business)
- Alcoholic beverages
- Upgrades (first-class travel or luxury accommodations)

5. Submission Process

All expenses must be submitted with receipts within 30 days of the travel completion.

6. Compliance

Non-compliance with this policy may result in non-reimbursement of expenses.

If you have any questions regarding the policy, please feel free to reach out to the finance department.

Thank you for your cooperation.

Sincerely,
Your Corporate Travel Team