

Travel Policy Guidelines

Date: [Insert Date]

Dear Board Members,

As part of our commitment to transparency and accountability, we have established the following travel policy guidelines to be followed during official travel on behalf of the organization:

1. Purpose of Travel

All travel must serve a clear business purpose related to the organization's mission.

2. Approval Process

Travel must be pre-approved by the designated authority before any arrangements are made.

3. Transportation

Members are encouraged to use the most economical means of transportation. This may include:

- Commercial flights (economy class)
- Train services
- Personal vehicles (reimbursement rates apply)

4. Accommodation

Board members are required to book accommodations that are reasonable in cost. The use of corporate discounts is encouraged.

5. Meal Allowances

Meal reimbursements will adhere to the organization's per diem rates. Receipts must be provided.

6. Reporting Expenses

All travel expenses must be reported within 30 days of the trip using the standard reimbursement form.

7. Questions

If you have any questions regarding these guidelines, please do not hesitate to reach out.

Thank you for your cooperation and commitment to the organization.

Sincerely,
[Your Name]
[Your Title]