

Business Travel Policy Template

This example policy is for educational purposes only and does not constitute legal advice.

[Company Name] Corporate Travel Policy

Effective Date: [Date]

1. Purpose

The purpose of this Corporate Travel Policy is to establish guidelines and procedures for employees of [Company Name] who undertake business-related travel. This policy aims to ensure the safety and well-being of employees, control travel expenses, and streamline the process of arranging and reimbursing business travel.

2. Scope

This policy applies to all employees, contractors, and consultants traveling on behalf of [Company Name], regardless of the funding source or duration of the trip.

3. Travel Authorization

3.1. All business travel must be authorized in advance by the appropriate manager or supervisor.

3.2. Employees must submit a travel request detailing the purpose, dates, destinations, estimated expenses, and any other relevant information. The request should be submitted at least [X] days prior to the intended travel date.

3.3. Approval for travel will be based on business necessity, availability of funds, and

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