**OBJECTIVE:**

To set guidelines, limitations, and protocols for company travel purposes.

**PURPOSE:**

The purpose of this company travel policy is to (a) outline the authorization and reimbursement process for travel arrangements and expenses; (b) list the company-paid travel expenses; and (c) establish protocols that oversee the travel arrangement process.

**SCOPE:**

This company travel policy is applicable to all employees in the company employment including paid interns, contractors, as well as seasonal, part-time, and full-time employees. Company sees traveling out of the city, state, and/or country as a fully-paid business trip, as well as one-day trips that are four (4) hours away from the office.

### AUTHORIZATION AND REIMBURSEMENTS:

1. All company travel arrangements must be authorized by immediate supervisor at least two weeks before the expected travel date, depending on the circumstances and the required travel arrangement time frame. Employees are not permitted to authorize their own travel arrangements.
2. Employees are expected to submit a Travel Expense Report at least five days after the first business day back at work. On the Travel Expense Report, employees must include all company-paid expenses and personal expenses. The finance department is responsible for examining the Travel Expense Report and finalizing reimbursement payments.

**TRAVEL ARRANGEMENT:**

1. All travel arrangements must be reserved at least two weeks before the travel date by completing the Travel Order Form.
2. The {insert who} is responsible for the booking and payment of all transportation, accommodation, and travel-related expenses.
3. **Travel Expenses:**

Air Travel

* 1. Flight shall be booked through the accredited travel agencies or through direct online booking using corporate credit card, whichever is more economical for the company. Airline selection shall not be based upon the membership frequent flyer of the employee in order to earn points. The {insert who will do this} shall always compare prices of the accredited travel agency and direct online booking of at least three (3) reputable airlines.
	2. The {insert who will do this} shall book strictly for the most direct route and economy class or lower fare. Upgrade to a higher class is subject for approval by the immediate head.
	3. Rebooking fee, penalty and other charges paid due to employee’s fault shall not be reimbursable and shall be chargeable to the said employee.
	4. Travel tax, travel insurance, and terminal fees are reimbursable.

Sea Travel

* 1. Travelling thru sea shall be the last option if there is no other mode of transportation to reach the area of assignment.
	2. Passenger ship booking shall be made through the accredited travel agencies or through direct online booking using corporate credit card whichever is more economical for the company.
	3. In case the two booking options are not possible and upon the advice of the {insert who is responsible}; the employee shall make his/her travel booking to a commercial passenger ship vessel or ferry.
	4. Reimbursable expenses shall be limited to the actual ticket fare for value class, travel tax, travel insurance and terminal fee.

Land travel

* 1. Public transport
		1. Taxi fare and bus fare shall be supported by receipts. In case the taxi meter cannot generate receipt, a picture of the meter amount shall be taken to be printed. The name of the taxi, contact number and plate number shall be indicated in the printout. This will serve as a proof of payment.
		2. If other public transportations do not issue receipts, a report of the fare paid specifying that “no receipt is available” will be sufficient.
	2. Renting of autos shall only be made with registered companies. Only 1 car shall be rented when four or fewer employees are travelling together. Car size will be upgraded if there are more passengers. Parking or toll fees are reimbursable if stipulated in the service agreement.
		1. Fines for traffic violations are not reimbursable.
	3. Company-owned vehicle not assigned to any employee
		1. The use of the company vehicle shall be sourced through the {insert responsible department} and shall always be supported by Travel Order Form and Official Business Form.
		2. Actual costs of parking, gasoline, toll fee, and on-the-road maintenance shall be reimbursable.
		3. Fines for traffic violations are not reimbursable.
	4. Personal auto
		1. Personal auto is only used if it is the most practical way to travel.
		2. Use of personal car will be reimbursed at the rate of the current IRS mileage rates or at the rate established in the client contract. This rate will be reviewed periodically and will be updated if deemed necessary. This mileage reimbursement is compensation for gas, oil, insurance, and wear & tear.
		3. Mileage to be charge shall be the actual mileage from office to area of assignment and back from area of assignment to office.

If the employee drives directly from home to area of assignment or from area of assignment to home, the differential mileage between the distances from office to home shall be deducted from the chargeable mileage. Use the Mileage Log form to record chargeable mileage.

* + 1. Actual parking except valet parking, toll fees and on-the-road maintenance are reimbursable.
		2. Fines for traffic violations are not reimbursable.
1. **Hotel Accommodation:**
	1. Hotel and other lodging arrangements shall be handled by the {insert responsible department} through company accredited hotels or online bookings using corporate credit card.
	2. In case the two booking options in (a) are not possible and upon the advice of the {insert responsible department}; the employee shall book his/her accommodation to hotels that charge reasonable rates in assignment.
	3. Reimbursable hotel accommodation shall allow for an individual room for each employee traveling.

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* 1. Loss of personal property, personal services like personal consumption of alcoholic beverage and hotel room mini bar, massage or beauty treatments, expenses incurred by family member and other expenses personal in nature are not reimbursable.
1. **Personal Travel:**
2. The company will not be financially responsible for any personal expenses and travel arrangements.
3. If an employee chooses to travel with a partner, the company is not responsible for their partner's accommodation, leisure, and/or travel expenses. The employee is required to submit this information on the Travel Expense Report and produce pay-slips for their expenses only.
4. **International Travel.**
5. If employees are required to travel out of the country for business, the company is financially responsible for all travel arrangements, including accommodation, transportation, visas, travel insurance, and medical expenses.
6. International business trips must be authorized at least two months before the expected travel date.
7. The employee is required to submit a Travel Order Form before and Travel Expense Report after the trip. Both reports must be signed off by at least two senior staff before and after the trip.
8. **Per diem**
	1. Employees with foreign assignments are entitled to the following daily per diem in USD. This will cover meals and other incidental travel expenses like laundry service, personal call and tips.
	2. Rate for other countries not included in the schedule shall be determined as the need arises.

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| **Country** | **In USD** | **Country** | **In USD** |
| Australia | 70 | Saudi Arabia | 60 |
| China | 85 | Singapore | 75 |
| Hongkong | 80 | Taiwan | 70 |
| Indonesia – other locations | 50 | Thailand | 60 |
| Indonesia - Jakarta | 75 | United Arab Emirates | 70 |
| Japan | 125 | United States | 50 |
| Malaysia | 50 | Vietnam | 70 |
| Myanmar | 75 |  |  |

* 1. Employees with local assignments outside the city for one day or more are entitled to daily per diem of USD 25.00.
	2. Per diem schedule will be reviewed periodically and will be updated if deemed necessary.
1. **Other Expenses:**
2. Employees will be reimbursed for [**number of meals**] lunch(s) and [**number of meals**] dinner(s) for a maximum of [**$/meal amount**] per meal.
3. If an employee is hosting a client of the company, the entire meal will be reimbursed. In addition, if an employee requires a meeting, boardroom, or conference room while traveling, the company will book the room and make payment.