

## Company Travel Policy Template

Welcome to [Company Name]! We are excited to have you join our team. As part of our onboarding process, we want to ensure that you are aware of our company travel policy. Please review the guidelines below:

1. All travel arrangements must be made through our approved travel booking platform, [insert platform name], to ensure compliance with company policies and to take advantage of negotiated rates.
2. Employees are required to book economy class for all flights, unless otherwise approved by [insert approver name].
3. Accommodation should be booked at a hotel within our preferred network to ensure safety and security during your stay.
4. Ground transportation should be arranged through approved vendors or ridesharing services, such as Uber or Lyft, when necessary.
5. All expenses incurred during business travel must be submitted within 30 days of the trip for reimbursement. Please refer to our expense reimbursement policy for more details.
6. Any deviations from the company travel policy must be approved in advance by your manager or the appropriate department head.

By adhering to these guidelines, we can ensure a smooth and efficient travel experience for all employees. If you have any questions or need further clarification, please don't hesitate to reach out to the HR department.

Thank you for your attention to this policy, and we look forward to supporting you in your business travel needs.

[Company Name] HR Team

Sources:

- [\[link to official travel policy guidelines\]](#)
- [\[link to expense reimbursement policy\]](#)

