

# Business Travel & Expense Policy



While business travel reimbursement policies are a must for any organization, the rules are dictated not by legal but business considerations and vary significantly by company. The following Model covers all the key elements a policy should address. The goal was to provide a basic and neutral policy reflecting general practices. But be aware that each policy rule is a business decision—especially the items in *italics*—that you may need to modify in accordance with your own practices and procedures.