

# Business Travel Expenses 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.

## 1. PURPOSE

It is the policy of \_\_\_\_\_ to reimburse staff for reasonable and necessary expenses incurred during approved work-related travel. The Company will reimburse employees for the reasonable business-related expenses they incur in performing their employment duties, provided that those expenses meet the criteria and employees follow the procedures for approval and reimbursement set out in this Policy.

## 2. PRINCIPLES

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Business travel policies are aligned with company reimbursement rules. All business-related travel paid with \_\_\_\_\_ funds must comply with company expenditure policies...