

Travel Policy For Executive Employees



1. Objective

Due to the significant travel expectations of executive employees, this policy outlines the travel guidelines for company officers in addition to the general travel expense policy.

2. Executive Travel Expenses

Air travel: Executives are permitted to travel first-class for commercial flights over one hour in duration.

Rental cars: Executives may upgrade rental vehicles to full-size passenger sedans or SUVs.

Lodging/miscellaneous: [Company Name] provides executives with an automatic upgrade to business suites (where available) and reimburses reasonable costs of in-suite food and beverages or room service.

Supplemental travel insurance: [Company Name] provides 24-hour travel and accidental death and dismemberment (AD&D) insurance to all executives in an amount equal to three times annual compensation from point of departure to point of return.

Expenses related to business meetings and hosting company events: Please see the organization's policy on business expense reports for guidelines.

Miscellaneous allowances: [Company Name] may authorize a travel stipend of \$100 per day for supplemental household expenses incurred by the officer due to company travel.

3. Aircraft Restriction

No company officer is permitted to pilot or co-pilot a personal or chartered aircraft while engaging in company business.

Business Continuity Restriction

No more than three company officers will be permitted to travel on the same flight. In no circumstances will both the chief executive officer and the chief financial officer travel on the same flight.