

SAMPLE TRAVEL POLICY

Policy: Travel Policy

Issue Date: _____

PURPOSE:

From time to time employees are required to travel on behalf of the company for business purposes. This policy sets forth procedures and guidelines for incurring expenses and for their reimbursement. If you are uncertain about a particular expense or policy, contact your supervisor prior to the expenditure. Please note that Small Business Innovation Research (SBIR) related travel requires special attention in regard to hotel per diems.

AUTHORIZATION TO TRAVEL

All marketing related travel must be approved in advance by _____. Any other out of town trips requiring an overnight stay must be approved in advance by _____. Please complete a Purchase Order for the necessary travel arrangements and accommodations.

USE OF PERSONAL AUTOMOBILE

From time to time, it may be necessary for you to utilize your vehicle for pre-authorized company business. You may claim ____ cents per mile as mileage reimbursement.

AIR FARE

Airline tickets should be booked in advance in order to take advantage of any discounts. Please bear in mind that discount fares do not allow changes, so you must be able to make a commitment to the travel dates and change them only under extraordinary circumstances. Travel and accommodations associated with marketing exhibits/tradeshows should be coordinated through _____. Other travel and accommodations should be coordinated through _____. All air travel must be coach class. Please include your airfare receipt with your expense statement.

AUTOMOBILE RENTAL

Auto rental requires the prior approval of your department manager. In general, auto rentals will be approved for a group traveling together. Include your rental receipt with your expense statement.

TAXI AND OTHER TRANSPORTATION COSTS

Please utilize shuttle/hotel bus service whenever possible. When traveling in groups taxis may be economical. When traveling to and from your local airport, choose between long-term parking or a taxi based on whichever is the most economical for the company. Obtain receipts whenever possible and include them with your expense statement.

HOTEL

Hotel accommodations for exhibit activities will be arranged for the group attending. Coordinate your stay through _____. For other business trips choose hotels convenient to your business activities. Bear in mind that if you are on SBIR related travel, your grant will only cover lodging expenses up to the government approved lodging per diem rate for that city. See <http://www.gsa.gov> to find the government approved lodging per diem rate for the city to which you are traveling. If necessary, you can still stay in a hotel that charges a higher rate than the government lodging per diem, but _____ will have to pay the difference. Hotel rates in excess of \$100.00 per night must be pre-authorized by _____ or _____ depending on the type of travel. Please supply copies of all hotel receipts with your expense statement and also remember to report phone calls and faxes separately. Movies, room service, shoe shine, etc. are considered incidental expenses and must be covered by the meal per diem.

PER DIEM MEAL REIMBURSEMENT

Meals will be reimbursed on a per diem basis. The per diem rate varies by travel city and ranges between \$30 and \$42 per day. See <http://www.gsa.gov> to find the government approved per diem rate for the city to which you are traveling. The per diem applies to all full travel days associated with an overnight stay. Any meal expenditures over the per diem rate will not be reimbursed by the company. Partial travel day per diem is as follows:

<u>Leave by</u>	<u>Return by</u>	<u>Per diem</u>
8:00 a.m.		Full Amount
11:00 a.m.		80 % of full
4:00 p.m.		50% of full
	11:00 a.m.	20% of full
	4:00 p.m.	50% of full
	after 5 p.m.	Full Amount

ENTERTAINMENT EXPENSES

Entertainment expenses require your department manager's approval. Any request for reimbursement of entertainment expenses must be accompanied by a description of the entertainment, listing of the individuals entertained, the purpose of the entertainment and a detailed receipt for the expenses. Entertainment where a disproportional number of company employees participated will be questioned and may not be fully reimbursed. Entertainment expenses cannot be charged to Federal projects.

TELEPHONE/FAX/INCIDENTAL EXPENSES

The cost of telephone calls from hotels is expensive. Use of telephone credit cards is encouraged. Calls should be for business purposes or to keep in touch with immediate family. Please separate phone/fax expenses from hotel and report under the Phone/Fax category on your expense statement. Other incidental expenses must be covered by meal per diem.

SATURDAY NIGHT STAY POLICY

In many instances travel over a Saturday can save on the price of the air fare. Up to one half of the savings may be used toward weekend accommodations, meals and miscellaneous expenses if an employee chooses to stay over the Saturday. This is not allowed if you are on SBIR related travel.

INTERNATIONAL TRAVEL

Must be arranged by your department manager with the president of the company. International travel will involve per diem as well. You can find those on the same internet website as well.