

This policy sets out conditions applicable to Travel

The full content of the policy is available for download to your shopping cart.

Example content:

[insert company name]'s travel policy applies to employees of *[insert company name]* contractors, consultants or person acting on behalf of *[insert company name]* where *[insert company name]* ultimately incurs the costs of the travel.

Travel refers to domestic and international travel by land or air. All employees will travel economy class. Accommodation will be provided by *[insert company name]* for the benefit of an employee, client or customer. It includes reasonable employee meals whilst an employee is travelling on business.

All arrangements for travel, accommodation, rental cars including conventions, conferences, must be authorised by the manager, prior to any business-related travel being organised. All travel should be booked through *[insert company name]'s* preferred travel provider (where one exists).

All travel on company business must be arranged as far in advance as possible to take advantage of any applicable discounted airfares or other travel-related benefits that will be provided by advanced purchasing. All travel booking must be made using the lowest available fare.