



TRAVEL POLICY TEMPLATE



Every company needs a good travel policy



Employee T&E (travel and entertainment) expenses represent the largest expense item for companies after employees' salaries and wages. The first step to keeping these costs under control is creating a travel policy that is easy to follow for your employees.

Our template makes creating your own easy-to-understand corporate T&E policy simple and fast. Our travel and expense policy addresses the **most important questions employees have about travel and entertainment spending.**

This T&E policy is written for the fictitious company "Global Matics Inc." and was developed based on best practices of leading organizations. The template is **meant to be customized to your company's needs.** Feel free to fill things in, add or remove items until you have created a travel policy that makes sense for your company and your employees.

How to ensure T&E policy compliance

Ensuring policy compliance starts with writing a good travel and expense policy. But it doesn't end there. To ensure maximum compliance, we recommend the following:



Communicate, communicate, communicate!

Share this document with new employees, upload it to your company's Intranet or Wiki, email it around, or host lunch and learn sessions to present it.



Use a **travel booking platform that allows your company's travel policy to be built in**, such as Rydoo Travel. The Rydoo platform

allows companies to set predefined limits and policies, so it's easy for employees to see which hotels, flights, car rentals and trains comply with your company policy before booking them. Travel policy compliance has never been this easy!



Automate your expense management. Best-in-class expense

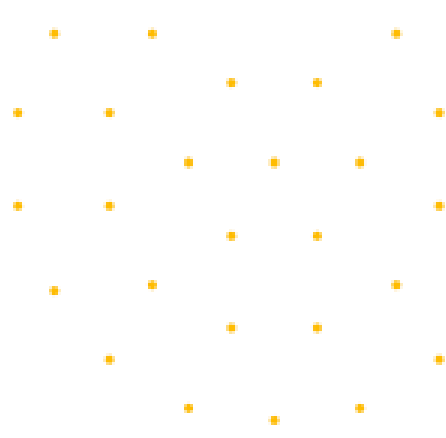
apps, such as Rydoo, allow your company's expense policy to be built in and automatically calculate your employees daily allowances, mileage rates, etc.

For more strategies on increasing travel policy compliance, download our whitepaper with six actionable strategies, or request a demo of Rydoo today to learn more about how we increase your T&E policy compliance.

REQUEST DEMO

DOWNLOAD WHITEPAPER





Enforcing travel policies is a challenge for a lot of organizations. That's why with Rydoo, we wanted to put the power back into the companies' hands, while making it easy for employees to follow corporate travel guidelines. The platform is easy to use and can be configured to everyone's needs. A company can decide to blacklist certain airlines or hotels, to only show options that are within company policy or to request explanation or pre-approval for out of policy bookings. This way, booking travel is easy for employees, enforcing compliance is straightforward and companies can focus on protecting their bottom line.

Boris Bogaert, COO of **Rydoo**



Global Matics Inc. Travel & Expense Policy

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Core principles

This travel and expense policy applies to [all employees/ a certain category of employees] at [Global Matics Inc.] and is **valid from [date]** onwards.

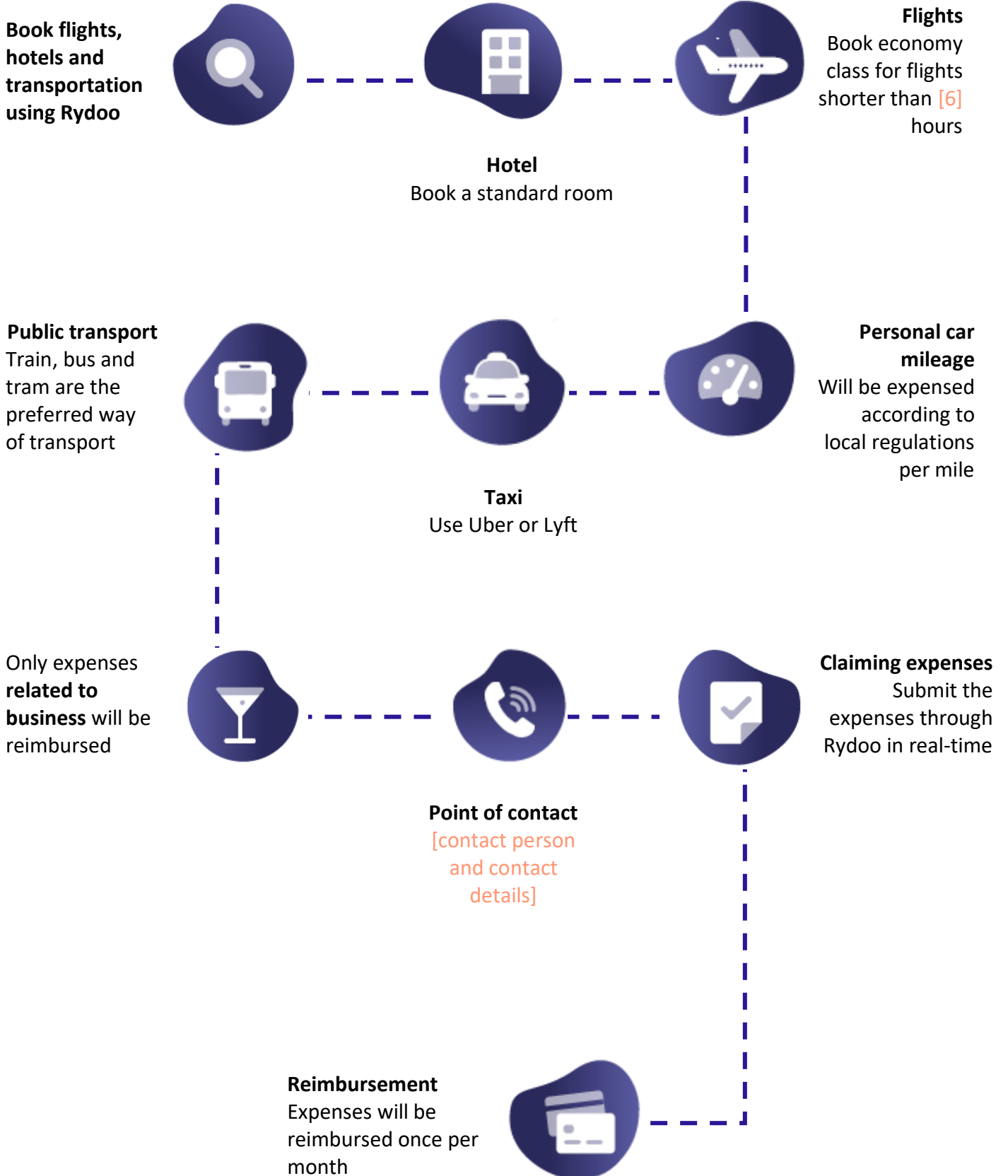
The **purpose of this policy** is to help travelers with booking travel and reporting expenses. Following these policies helps to keep you safe, helps our company to deal with high risk destinations, ensures a streamlined process and helps to save money.

The **core principles** of our travel and expense policy are:

- [Global Matics Inc.] will happily reimburse any expenses that are reasonable, necessary and appropriate under the circumstances. Expenses should have a clear business purpose and be directly related to our business goals.
- Expenses should be fully documented and submitted for required approvals.
- Expenses incurred for a business purpose should not be driven by personal enrichment (monetarily, loyalty points, etc.), either in appearance or in fact.
- Expenditures must comply with all applicable laws.
- [Global Matics Inc.] expects all employees to exercise good judgment by distinguishing between comfort and extravagance, as well as proper planning of the business trip.
- Failure to comply with company policy may result in reimbursement delays, non-reimbursement or disciplinary action, which may include termination of employment.



Summary

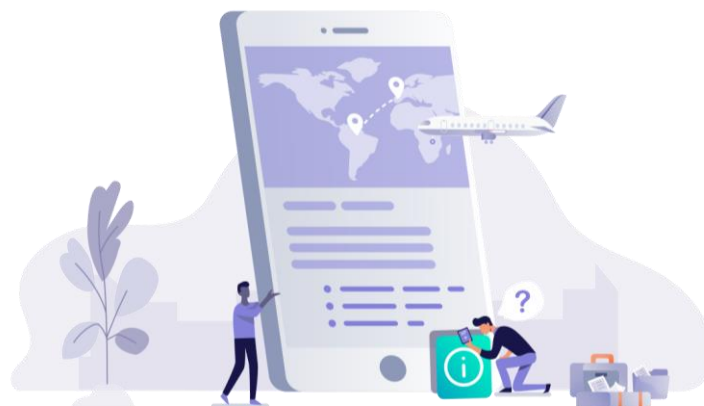


Basic expense guidelines

- [Global Matics Inc.] employees must use the expense management app Rydoo Expense to process all claims for reimbursement.
- It is the employee's responsibility to ensure the correctness of the date on the expense claim submitted.
- Flights, hotels, rental cars and/or trains booked with Rydoo Travel do not need to be expensed.
- All expenses shall be claimed based on relevant invoices from suppliers. For expenses where an invoice cannot be reasonably obtained, other evidence such as a receipt, ticket, etc. is sufficient.
- Expenses must be submitted as soon as possible and in a timely manner. Generally speaking, [Global Matics Inc.] will not reimburse expense claims submitted for payment more than 30 days after the expense has been incurred or paid.
- Expenses will be reimbursed once per month.

Booking tool and process

- [Global Matics Inc.] employees must use the travel booking app Rydoo Travel to book all flights and hotels.
- Business trips need to be authorized before they occur by the department leader.
- Employees can book flights and hotels for themselves using Rydoo Travel. Rydoo Travel will automatically put the approval process in place as well as secure the payment.



Expense categories



Flights

1. All employees are required to fly economy class, except in the following cases:
 - The ticket in business class is the same price as economy class.
 - The flight is [6] hours or longer.
 - Economy class is no longer available on a given day, and the trip must take place on that day.
2. All airline tickets must be booked at the lowest available airfare. Flights that are more than [20%] above the lowest fare will be deemed as out-of-policy. Moreover,
 - One stop or connecting flights must be booked if €150 or more can be saved.
 - Traveling employees may retain frequent flyer program benefits, but participation in these programs should not influence flight selection
3. Employees should purchase flights with the greatest possible advance. If it is not possible to book flights [14 or more days] in advance, approval is required by [the approver].
4. Flights should be booked using Rydoo Travel.
5. Rebooking or change fees will only be reimbursed for emergency situations.
6. The following expenses are not reimbursable:
 - Airline club memberships and usage
 - Extra fees for seat changes
 - Upgrades in airlines class or service
 - In-flight movies or entertainment





Hotels and alternative lodging

Hotel rooms

1. Employees are expected to reserve [standard rooms]. Upgrades are acceptable only if there is no additional cost.
2. Hotel reservations should be made through Rydoo Travel.
3. Additional hotel costs that can be reimbursed include:
 - Hotel internet connection
 - Tips to hotel staff within reason
 - Valet/parking for car rental
 - Breakfast fees that fit within the daily allowance
4. The following items will never be reimbursed:
 - Room service, mini-bar or alcohol charges
 - Additional beds or beddings
 - Laundry, ironing or dry cleaning
 - Movie rentals
 - Charges for excursions, sauna or swimming pool

Alternative lodging

Employees are allowed to book rooms or apartments on AirBnb and similar services if the price is equivalent to or lower than the cost of a standard room at a [three-star hotel] in the same city or area.





Ground transportation

Which mode of transportation should you use?

Employees are expected to use reasonable judgment when selecting transportation. Employees must pick the most affordable mode of transportation available, assuming that this option is also reasonably accessible.

Rental cars

1. Cars should be rented only when other means of transportation are unavailable, more costly or impractical. Travelers must obtain the most competitive rates available.
2. Car rentals must be pre-approved and processed through Rydoo Travel.
3. All rentals should be for intermediate size cars or smaller, unless three or more people are traveling together or if an upgrade is provided by the rental company at no cost.
4. [Global Matics Inc.] does not carry any personal accident insurance and therefore recommends all employees accept collision and damage liability insurance when renting a car.
5. Traffic fines, court costs, parking violations, etc. are not reimbursable.

Taxi, ride-hailing, subway

1. Employees are encouraged to take public transportation whenever possible.
2. Taxis or ride-hailing services such as Uber or Lyft are allowed if needed.
 - However, the use of taxis is discouraged when more economical services such as airport shuttles, hotel vans, etc. are available.
 - It is strongly advised to use Uber or Lyft instead of a taxi when available.

Train

The choice of class depends on the standards of the railway carrier in the country:

1. When booking rail transportation in Western Europe or North-America, employees must book economy class.
2. When booking rail transportation in [countries with lower rail carrier standards], [higher classes] are allowed.

Personal Car Usage

1. Travelers may utilize personal cars for business travel if it is less expensive than using alternate transportation. The use of personal cars for business will be reimbursed at the standard rate in accordance with national regulations on Privately Owned Vehicle Mileage Reimbursement Rates.
2. Charges for bridges, highway tolls, ferries, parking, etc. will be reimbursed.
3. Traffic fines, court costs, parking violations, etc. are not reimbursable.



Meals and entertainment

1. Employee meals en route and at the destination location will be paid as a per diem allowance. The daily allowance is automatically calculated in the Rydoo app. Per diem spend for food does not need to be expensed.
2. If per diems are not applicable, meals will be reimbursed based on actual spend. Reasonable meal expense guidelines are:
 - [€20] for breakfast
 - [€40] for lunch
 - [€60] for dinner
3. Entertainment of business clients or associates may be a responsibility of employees in certain roles or on certain assignments. Client entertainment should not be lavish, excessive or inappropriate in nature. Meals, refreshments and other forms of entertainment are permitted so long as there is a sound business-related purpose and the level of expense is reasonable and customary in context of the business, and the frequency is not excessive or inappropriate.
4. The prior approval of the Department Head [should be/should not be] obtained before such expenses are incurred. Documentation should include the following: names, titles and business affiliations of those entertained as well as business reasons.



Leisure extensions and extra guests

1. Extending your business trip by using vacation days or bringing along family members [is allowed/is not allowed] as long as:
 - This does not interfere with the purpose of the business trip
 - The vacation days have been approved by the team lead
2. The cost of the trip will be split appropriately between business and personal expenses. Only business expenses will be reimbursed.
 - In case of a leisure extension, [Global Matics Inc.] will pay for the return flight or travel accordingly, as long as the trip is booked in advance and the dates do not result in an increase in transportation cost of greater than [20%].
 - Employees must pay for their lodging, food, and other expenses during the designated vacation days.
 - Travel expenses for family members or guests are not reimbursable. However, a guest may share accommodation as long as there is no additional cost as a result. Otherwise, the difference between single accommodations and multiple accommodations will be charged to the traveler including the proportionate tax.



Internal team events

1. Team events may be reimbursed. Claims should be processed with the Rydoo app or per original invoice. A comment should be included noting the names of all participants and the reason for the event.
2. Team leaders may approve the costs of team events up to [€20] per person in the team once per quarter.

Non-reimbursable items

Only expenses related to business can be claimed. The following expenses incurred by employees will never be reimbursed.



Childcare



Upgrades in airline class of service, hotel rooms or car rentals



Expenses for personal entertainment



Expenses for food and drinks provided



Spa services, gym charges, swimming pool access, etc.



Toiletries or clothing purchased during the trip



Fines from negligent driving

Traveler Safety

Your safety is our priority.

1. To ensure that all [Global Matics Inc.] employees traveling outside their country of residence for professional purposes are covered in case of medical emergencies, [Global Matics Inc.] implemented a global medical assistance.
2. This provides additional coverage of medical expenses not covered by Social Security schemes, which are incurred after an illness or accident abroad during a business trip to the value of:
 - [€500 000] outside the United States
 - [€1 000 000] in the United States
3. To benefit from this coverage, contact [contact person] before the care is provided. Employees should ensure they always keep the medical assistance telephone number with them in case of a health issue abroad.





Rydo offers you worldwide compliance and financial control. We reduce your corporate travel costs and the time you spend on administrative tasks by at least 75%.

Rydo reinvents and simplifies travel and expense management to a few clicks and photos, whilst saving time and optimising costs.

As a result, all employees will benefit from a stellar user experience and enjoy an excellent booking tool (93% adoption within the first month) offering the best hotels and flight fares all in one place and, when needed, they can take a photo of receipts to be reimbursed. With the very same tool, finance directors gain visibility on actionable data and hidden costs via integration of company policies. Rydo covers the full scope of any trip or expense and can be tailored to companies' needs: travel only, expense management only or both.

Find out how Rydo can help your company save time and resources managing expenses.

[GO TO RYDOO.COM](https://rydoo.com)



With 500K+ users in 60 countries, Rydo makes your life easy

