

# Corporate Travel Policy

ACME Corporation

Effective: January 1, 2026

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*This policy applies to all employees, contractors, and approved travelers conducting business on behalf of ACME Corporation. Questions should be directed to [travel@acme-corp.example.com](mailto:travel@acme-corp.example.com).*

## 1. Flight Booking Procedures

All flights must be booked through the approved corporate travel portal (TravelHub) at least 14 days in advance of departure. Last-minute bookings within 14 days require director-level approval with a written business justification.

Domestic flights under 4 hours duration: Economy class only. Domestic flights over 4 hours: Economy Plus or equivalent (extra legroom) is permitted. International flights: Business class is authorized for flights exceeding 6 hours. First class is not permitted without C-suite approval.

Seat selection and upgrades using personal funds or frequent flyer miles are permitted and will not be reimbursed. Employees may retain personal frequent flyer miles earned on business travel. Preferred airline programs should be used when fares are within 10% of the lowest available option.

Cancellation and change fees will be reimbursed when travel plans change for business reasons. Personal changes to itineraries (extending trips, adding personal days) must be clearly documented and any additional costs borne by the employee.

## 2. Hotel and Accommodation

Standard nightly rate cap: \$250 per night for most US cities. High-cost city exceptions: \$350 per night in New York City, San Francisco, Washington DC, Boston, and London. International rates follow the US State Department per-diem schedule for the destination country.

Hotels should be booked through TravelHub when possible to take advantage of negotiated corporate rates. Alternative accommodations (Airbnb, VRBO) are permitted for stays exceeding 5 nights when the total cost is lower than the equivalent hotel stay, with manager pre-approval.

Extended stays exceeding 5 consecutive nights at any single property require VP-level approval before booking. Loyalty program points and status earned on business travel belong to the employee.

Hotel incidentals (minibar, room service, in-room movies) are the employee's personal responsibility and will not be reimbursed. Internet access charges are reimbursable when not included in the room rate. Laundry is reimbursable for trips exceeding 4 nights.

### **3. Meals and Per-Diem Allowances**

Daily meal per-diem: \$75 for domestic travel, \$100 for international travel. This covers breakfast, lunch, dinner, and reasonable snacks/beverages during business hours. Per-diem rates are not adjusted for partial travel days -- the full daily rate applies for any day that includes an overnight stay.

Client entertainment meals are handled separately from per-diem and require pre-approval for amounts exceeding \$150 per person. Alcohol may be included in client entertainment up to \$25 per person. Personal alcohol consumption during non-client meals is not reimbursable.

Team meals during business travel (e.g., team dinners while at a conference) are covered under per-diem unless the most senior person present elects to expense the meal as a team expense, in which case individual per-diems should not also be claimed for that meal.

Dietary restrictions and food allergies: Employees with medical dietary requirements may exceed per-diem limits by up to 25% with documentation from their healthcare provider on file with HR. Reasonable accommodation for religious dietary practices is included.

## 4. Expense Reporting and Reimbursement

All travel expenses must be submitted through the Concur expense system within 30 calendar days of trip completion. Late submissions (31-60 days) require manager approval and may delay reimbursement. Submissions beyond 60 days may be denied.

The corporate credit card (Amex Business) must be used for all charges exceeding \$50. Personal card use is only acceptable when the corporate card is declined or unavailable, and must be documented with an explanation. Cash expenses under \$25 do not require receipts but must still be itemized in the expense report.

Receipts are required for all individual expenses over \$25. Digital photos of receipts are acceptable. Lost receipt affidavits are available in Concur for amounts under \$75 (limit: 3 per trip). Reimbursement is typically processed within 10 business days of approval.

Currency conversion: expenses in foreign currency should be reported at the exchange rate on the corporate card statement or at the Oanda.com mid-market rate on the date of the expense.