

Travel Policy

This **Travel Policy** ("**Policy**") has been prepared by Board of Directors of _____, ("**Company**") to provide guidelines for the management and reimbursement of business travel expenses incurred by employees. This Policy ensures that travel is conducted in a cost-effective, efficient, and safe manner. This Policy applies to all employees, contractors, and consultants traveling on behalf of the Company.

1. Approval Process

If required, all employees requests for a business travel from the Company. All business travel must be pre-approved by the employee's direct supervisor or department head. A Travel Request Form must be completed and submitted for approval at least _____ days prior to the planned travel. Along with their applications, employees also inform the company of their estimated daily expenses, excluding transportation and accommodation.

After the travel is approved by the Company, the employee will carry out the planning together with the Human Resources and Finance departments.

2. Transportation and Accommodation

Travel arrangements should be made through the Company's designated travel management system or travel coordinator. The Company arranges appropriate quality transportation and accommodation to ensure comfort and safety of the employees. Any expenditures are made in accordance with the interests of the Company.

Employees should stay in moderately priced hotels. The Company has negotiated rates with certain hotel chains, and employees are encouraged to use these when available. Employees should use rental cars when it is the most economical option. Employees are required to rent compact or standard vehicles unless a larger vehicle is necessary for business purposes.

If the employee does not stay at the hotel arranged by the Company, they will not be paid any accommodation fee.

3. Safety

Employees are expected to prioritize their safety during travel. This includes following all relevant health guidelines and recommendations provided by health authorities, both domestically and internationally. Employees should be careful of their personal safety and take appropriate precautions to avoid risks, especially when traveling to unfamiliar or high-risk locations.

Prior to travel, employees must provide the Company with their emergency contact information, including their mobile phone number and the contact details of a designated emergency contact person.

Employees should also familiarize themselves with the emergency procedures of the destinations they are visiting and know how to contact local emergency services if needed.

In foreign travels, the Company provides travel insurance coverage for employees traveling on official business.

4. Per Diem Allowance and Expenses

The Company provides a daily allowance of _____ for domestic travel and _____ for international travel. Employees are not required to submit receipts for meals if they opt for the per diem.

Expense reports, along with all required receipts, must be submitted within 1 week of completing the trip. Expense reports must be reviewed and approved by the employee's supervisor or department head.

Personal entertainment costs are non-reimbursable.

5. Other Issues

- All employees are expected to comply with this Travel Policy. Failure to comply with the policy may result in non-reimbursement of expenses and/or disciplinary action.
- This Policy shall be reviewed annually and modified if required.

6. Acknowledgement

I acknowledge that I have read and understand the Company Travel Policy. I agree to comply with the guidelines and procedures set forth in this Policy.

Employee

Name

Date

Signature



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