

# Corporate Travel Policy

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## How to use this template

Replace all italic placeholder text with your company's specific details. Each section can be expanded or simplified to match the size and complexity of your travel programme. Delete any sections that are not relevant to your organisation.

## Company Information

Field	Details
Company Name	[ ]
Policy Owner	[ e.g. Head of Finance / Travel Manager ]
Effective Date	[ ]
Applies To	[ e.g. All full-time employees, contractors, and visiting staff who travel on behalf of the company ]
Purpose	[ e.g. To ensure business travel is booked efficiently, cost-effectively, and safely, in line with company standards ]

## Section 1: Travel Authorisation and Approval

Define who needs to approve travel, at what level, and through which channel. Clear approval rules prevent unauthorised bookings.

Rule	Details
Who approves travel	[ e.g. Direct manager for trips under [amount]; Regional Director for trips above [amount] or international travel ]
Advance notice required	[ e.g. Minimum 5 business days before departure for domestic; 10 business days for international ]
Approval channel	[ e.g. Via corporate booking tool approval workflow / email to manager ]
Emergency travel	[ e.g. Same-day approval permitted from [role] in cases of urgent business need ]

## Section 2: Booking Requirements

Specify where employees must book. Centralising bookings through one channel gives you visibility, data, and cost control.

Rule	Details
<b>Approved booking channel</b>	[ e.g. All bookings must be made through [Corporate Booking Tool / TMC name] ]
<b>Advance booking window</b>	[ e.g. Flights must be booked at least [7 / 14] days in advance where possible ]
<b>Out-of-policy bookings</b>	[ e.g. Bookings made outside the approved channel require written approval from [role] before travel ]
<b>Receipt requirements</b>	[ e.g. Receipts required for all expenses above [amount] ]

### Section 3: Air Travel Guidelines

Set class of travel by flight duration and seniority. Being specific here prevents the most common source of policy disputes.

Rule	Details
<b>Default class</b>	[ e.g. Economy class for all flights ]
<b>Business class permitted</b>	[ e.g. Flights exceeding [6 / 8] hours, or [Senior Director level and above] ]
<b>Preferred carriers</b>	[ e.g. List preferred airlines; book preferred carriers where pricing is comparable ]
<b>Advance purchase</b>	[ e.g. Lowest available fare within [X] hours of preferred departure time ]
<b>Loyalty programmes</b>	[ e.g. Employees may retain personal loyalty points / Points credited to company account ]

### Section 4: Duty of Care and Safety

This section protects your employees. Make sure every traveller knows exactly who to call if something goes wrong.

Area	Details
<b>Travel insurance</b>	[ e.g. Insurer: [name]; Policy number: [X]; Contact: [number] ]
<b>24/7 emergency contact</b>	[ e.g. Travel assistance line: [number] / TMC emergency line: [number] ]
<b>Traveller tracking</b>	[ e.g. All itineraries must be registered in [system] before departure ]
<b>High-risk destinations</b>	[ e.g. Travel to [regions] requires pre-approval and security briefing ]
<b>Disruption protocol</b>	[ e.g. Contact [name/number] immediately; rebooking authorised up to [amount] ]

## Section 5: Policy Compliance and Exceptions

Be clear about consequences, but also make it easy to request exceptions. People are more likely to ask permission if the process is simple.

Area	Details
<b>Policy violations</b>	<i>[ e.g. Out-of-policy expenses may not be reimbursed; repeated violations escalated to [role] ]</i>
<b>Exception requests</b>	<i>[ e.g. Submit to [role] with business justification before travel ]</i>
<b>Expense submission deadline</b>	<i>[ e.g. All claims must be submitted within [30] days of return ]</i>
<b>Non-reimbursable expenses</b>	<i>[ e.g. Personal entertainment, alcohol above meal allowance, family member travel ]</i>

## Section 6: Policy Review

Set a review date and stick to it. An outdated policy creates confusion and erodes trust.

Area	Details
<b>Review frequency</b>	<i>[ e.g. Annually, or following significant changes to travel programme or regulations ]</i>
<b>Policy owner</b>	<i>[ e.g. Travel Manager / Head of Finance ]</i>
<b>Next review date</b>	<i>[ ]</i>
<b>Version</b>	<i>[ e.g. v1.0 - effective [date] ]</i>