Travel Policy

The Visual Guide

Booking Process

Book all travel as soon as possible

Book travel online e.g via Booking.com and Kayak

Budget

There aren't any limits set, just ensure you use good sense. All meals, as long as costs are reasonable.

No fixed accommodation budget. Use good judgement, check reviews and book the least expensive option with a good rating.

Flights

Flight Budget

Fly economy unless you can upgrade flight for the same price

For short haul flights, always choose the cheapest flight available. Though direct flights are preferable.

For long haul, choose the least expensive route.

Missed Flight Policy

Speak to your manager and work out if it makes sense, if it makes sense to miss the event/meeting or to book the next available flight.

Ground Transport

Public Transport

Choose to mode of transport that makes sense. If there's a small group of you, taxis could be cheaper than public transport. If you're by yourself, it's likely trains, buses or trams will be the best option.

Rental Car Policy

Use your preferred supplier - as long as it's reasonable & competitive.

Extra information for personal cars

Where possible, avoid using your personal car for business. Only use if no other option is available.

Parking -

If using your car for business, parking expenses can be reimbursed with a reimbursement with a receipt.

Good to Know

Point of Contact: Your Line Manager

Travel insurance can be reimbursed, provided you have a receipt with your expenses claim.

Travelling with a spouse is fine. But the company cannot reimburse for any of their travel expenses, including food and drink...

Pleasure

Try to find time to explore the city you're travelling to if you want, just extra time to your business trip. Just be aware that any extra costs as a result of this pleasure will not be covered by you and cannot be claimed as expenses.

Claiming Expenses

Can Claim

Anything that you've had to purchase to make the business trip a success - including personal items that you would have purchased anyway.

Cannot Claim

Expenses made for personal items and anything without a receipt.

Want to Personalise Your Travel Policy?

Check Out the Visual Travel Policy Builder