**BUSINESS NAME Travel Expense Policy**

## Introduction

BUSINESS NAME may provide access to a virtual corporate card or reimburse eligible employees travelling for the purpose of their employment. This policy outlines the eligible expenses, reimbursement limits, documentation requirements, and approval procedures for travel expenses.

## Eligible Expenses

Business Name will pay for work-related expenses, travel, lodging and on most trips, an allowance for meals and incidentals. This includes (BELOW ARE EXAMPLES ONLY)

* *Ground transportation (e.g. Taxi, rental cars, public transportation)*
* *Legal document expenses (e.g. Visa)*
* *Expenses involved for meeting with clients*
* *Travel insurance*
* *Conference registration fees*
* *Airfares*
* *Necessary medical expenses (e.g. vaccinations)*
* *Other minor expenses that have been approved by your manager (e.g. meals, business material)*

BUSINESS NAME will not pay for unauthorised expenses.

#### **Exceptions**

You may apply for an exception if necessary. Inform the finance team and your manager about the expense you want to make – you might receive authorisation in special cases.

## Budget Limits

Budget limits will depend on your role within BUSINESS NAME, your department and the type of business trip. You will be advised of your budget limit before your trip, however as a general rule, the limits are (BELOW ARE EXAMPLES ONLY):

* Airfare: Economy class. The lowest available airfare that reasonably meets business travel needs. Travellers must book flights as soon as possible to avoid premium fares.
* Ground transportation: Reasonable and necessary expenses
* Lodging: Reasonable and customary rates for a business hotel.
* Meals and incidentals: $50 per day
* Business-related entertainment expenses: Reasonable and necessary expenses

We may adjust these limits based on your job’s specific needs and the nature of the trip.

## Expense Reports

Every purchase must be accompanied by proof of purchase and a complete expense report.

If you are using a virtual corporate card, it is connected to an expense management system Purchase data such as the merchant name, amount, category, date and time is synced in real-time with the expense management system..

If you are reimbursing, the purchase data is to be entered into the expense management system in order for you to be reimbursed.

After making a purchase, open the expense management mobile application and take a photo of the receipt. Please confirm the GST amount, Expense category, Budget and Description.

For purchases made in Australia over $82.50 (including GST), make sure that all receipts have GST values. This is so that BUSINESS NAME can claim back the GST amount from the government.

## What is a virtual corporate card?

A Virtual corporate card is a digital representation of a physical corporate card. The virtual card is added to your business or personal smartphone digital wallet. You will then be able to use it for business-related expenses. Merchant info, GST, and expense categories are captured at the time of spending, which reduces the time spent on expense reporting.

Having the virtual card on your mobile phone helps track and process expenses, prevent fraud and make payments more efficiently.

We may issue virtual cards that can be used for a specific purpose only (e.g. payment for a special product or service).

## Your responsibilities

For any business purchases made during work related travel, you are expected to to:

* **Download the expense management system application and if given one, add the virtual card to your mobile devices wallet.** You will receive an email with how to download the app and how to add it to your wallet.
* **Protect your card to the best of your ability**. Don’t leave it unattended or let unauthorised people use it (e.g. friends, family, colleagues). However, you are able to make purchases on your card on the behalf of other employees.
* **Report if your phone is stolen or lost as soon as possible**. If, for example, there’s a break-in at your hotel and your phone is taken, you need to file a police report and call our accounting and IT department immediately.
* **Use it only for approved reasons**. Follow the instructions in this policy and agreement please don’t use the corporate virtual card for personal or unauthorised expenses, even if you intend to compensate the charges later.
* **Document all expenses** by taking a photo of the receipt and completing the expense report (see Expense Report section above).

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## Violating this policy

You are expected to comply with this Travel Expense policy and we may take action if you violate this policy. For example:

* If you lose a receipt, you’ll need to inform the accounting department as soon as possible.
* If you fail to submit your receipts on time, you’ll need to pay them yourself.
* Giving access to your corporate card to unauthorised people or abusing the expense limits may result in suspension or termination.
* Making prohibited purchases as mentioned previously (e.g. weapons, drugs) may result in disciplinary action.

BUSINESS NAME has the right to review your travel expenses incurred on a corporate card and withdraw it if there’s any inappropriate use.

## Employee Agreement

Before BUSINESS NAME approves you to make any purchases for business travel, you’ll need to sign the Acknowledgment & Agreement.

This is to acknowledge the Travel Expense Policy belongs to BUSINESS NAME and that we can process and investigate charges as we see fit. It’ll also refer to your responsibilities and the consequences for incorrect use.

| *Hi there, we’re Weel. We’ve made this template free to use, however, it’s been built to be used alongside a spend management system with virtual corporate cards and seamless reimbursements like Weel’s*  *Check out* [*letsweel.com*](http://letsweel.com) *for a streamlined way for your employees and your finance team to manage travel expenses.* |
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# EMPLOYEE POLICY RECEIPT OF ACKNOWLEDGEMENT & AGREEMENT

I have received a copy of the BUSINESS NAME Travel Expense Policy.

The Policy contains rules and procedures, which apply to me. I have read the Policy and agree to follow it during my employment with BUSINESS NAME. I also understand that BUSINESS NAME may change, rescind or add to the policy from time to time in its sole and absolute discretion, with or without prior notice to me or other employees. I agree to follow all the changes that are notified to me or placed in the BUSINESS NAME Policy & Procedures Folder (soft copy) on the common Drive and the Policy & Procedure Folder (hard copy) centrally located at Reception for all staff to access.

I have carefully read the above and acknowledge the contents. I understand that the Corporate Policy must be read in conjunction with all BUSINESS NAME Policies and Procedures.

I sign this Receipt of Acknowledgement & Agreement of my own free will.

Date

Employee Signature

Employee Name (Print)

*Please keep a copy of this acknowledgement for your records.*