

Travel Policy Example

This is an example of a basic visual travel policy. To develop a more comprehensive policy, which is tailored for your business, talk to Corporate Traveler.

Booking Information



Book using Melon



Online booking approval required via Melon



Booking information must include job number



Changes via your Travel Manager

Domestic Flights



Airline A & Airline B are the preferred carriers



Booking policy is most logical fare



Select restricted outbound, semi or flexible return fare types



Payment by company's credit card

International Flights



Booking policy is most logical fare



Flexible fare options permitted for flights over 3 hours



Payment by company's credit card



Pre-approval from immediate leader required

Hotel Policy



Preferred hotels to be booked corporate preferred hotels



Hotel rate cap is \$250



Booked via Corporate Traveler



Payment by company's credit card

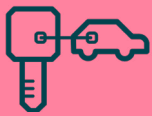


You can charge back room, breakfast and parking

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Car Hire/Transport



Select compact car type



Do not take out excess cover



Refill car prior to return

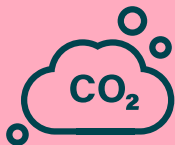


Payment via Corporate Traveler account



Preferred Taxi Supplier is 'Company X'

Sustainability



Carbon emissions to be calculated from each flight



Offset your domestic flights with 'Company X'



Select accommodation with green hotel indicator (where possible)

Duty of care/traveler safety



Visit Corporate Traveler's COVID Travel Hub or appropriate government websites before travelling.



Know Corporate Traveler's phone number and your travel insurance policy number



Read company guidance if you test positive for COVID-19 while traveling



Get tested and quarantine for at least 7 days post trip if you're unwell