**TRAVEL POLICY**

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1. **Introduction**
2. **Preamble**

This Travel Policy is a framework against which the corporate’s specific travel requirements cab be built. It is based on best-practice studies and incorporates all aspects of the travel process.

1. **Purpose**

The purpose of this document is to provide the policy and guidelines according to which employees shall request all travel-related bookings. Corporate Travellers shall make every effort to ensure that their travel arrangements are in accordance with the guidelines outlaid herein and use these as the benchmark for **maximum** spending. Indicate the intention behind the RFP. Is it an actual tender, or a comparative / market research project?

1. **Scope**

This policy will apply to all employees of xxx travelling on behalf of the Corporate and be applicable from xxx date

1. **Travel Management Company (TMC) details**

Address

Operating Hours

Contact numbers

Team

1. **Levels of approval for Travel**

|  |  |
| --- | --- |
| **Applicant** | **Authoriser** |
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1. **Road Transport**
2. **Rules and regulations**

The most efficient, effective and economic means of transport must be utilised at all times. When a transport request is considered the decision on the mode of transport should be informed by the nature/event conditions of the road and distance to the destination regardless of the level of the official having to travel.

1. **Request for vehicles**
2. **Overnight Parking**
3. **General**

All other information relating to road transport is recorded under Car Rental (Point 7)

1. **Travel to and from an airport**
2. **Contracted service providers**
3. **Public transportation**
4. **Taxi**
5. **Rental car**
6. **Transfer**
7. **Shuttle services**
8. **Uber**
9. **Private auto**
10. **Luxury transfer**
11. **Payment process**
12. **Air Travel**
13. **Contracted service providers**
14. **Rules and regulations**
15. **Travel classes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Level** | **Domestic Flight** | **International Flight (Over four hours)** | **International Flight (Over four hours)** | **Exceptions** |
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1. **Handling of request**
2. **Approval of official International trips**
3. **Booking process**
4. **Receipt of air ticket**
5. **Changes to air travel arrangements**
6. **Cancellations and refunds**
7. **Excess luggage**
8. **Lounges at airports**
9. **Loyalty benefits**
10. **Payment process**
11. **Car Rental**
12. **Contracted service providers**
13. **Rules and regulations**
14. **Hired vehicle classifications**

|  |  |  |
| --- | --- | --- |
| **Employee Level** | **Vehicle Group** | **Exceptions** |
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1. **Handling of request**
2. **Booking process**
3. **Receipt of hired vehicles**
4. **Use of hired vehicles**
5. **Changes in vehicle hire arrangements**
6. **Non-acceptance of hired vehicles**
7. **Return of hired vehicles**
8. **Vehicle collision, damage or theft report**
9. **Payment of traffic fines**
10. **Insurance claims**
11. **Claims against the state**
12. **Completion of rental agreement on return of hired vehicle**
13. **Loyalty benefits**
14. **Payment process**
15. **Accommodation**
16. **Contracted service providers**
17. **Rules and regulations**
18. **Accommodation classifications**

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| --- | --- | --- |
| **Employee Level** |  | **Exceptions** |
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1. **Handling of request**
2. **Booking process**
3. **Changes in accommodation arrangements**
4. **Arrival at the booked accommodation**
5. **Non-utilisation of booked accommodation**
6. **Laundry and entertainment**
7. **Departure from booked accommodation**
8. **Private accommodation (VFR)**
9. **Airbnb**
10. **Loyalty benefits**
11. **Payment process**
12. **MICE Bookings**
13. **Contracted service providers**
14. **Rules and regulations**
15. **Handling of request**
16. **Booking process**
17. **Changes in arrangements**
18. **Arrival at the venue**
19. **Departure from booked accommodation**
20. **Payment process**
21. **Technology**

**10.1 Technology provided by TMC**

**10.2 Assistance with managing rogue ‘non-approved’ technology tools**

1. **International Travel**
2. **Personal Travel**
3. **Subsistence Allowance *and Expense reimbursement***
4. **Rules and regulations**
5. **Process**
6. **Meals and tips while travelling**
7. **After hours bookings**
8. **Rules and regulations**
9. **Handling of request**
10. **Booking process**
11. **Safety and Security Measures**
12. **General**