

Travel Policy Template Builder



BOOKING INFORMATION	Fill in your responses here:
How and where should travellers arrange their travel bookings?	
What type of approval is needed and through which channel?	
What information needs to be included when making a booking? For example, project number, cost centre, GL code, or reason for travel.	
How would you prefer booking changes to be made?	
DOMESTIC FLIGHTS	Fill in your responses here:
What are your company's preferred domestic airlines?	
What is your company's booking policy for domestic air travel?	
What is your company's policy regarding types of domestic airfares?	
How do your travellers settle payments for domestic air travel?	
INTERNATIONAL FLIGHTS	Fill in your responses here:
What are your company's preferred international airlines?	
What is your company's booking policy for international air travel?	
What is your company's policy regarding types of international airfares?	
How do your travellers settle payments for international air travel?	
Is pre-booking approval required for international trips, and if so, who is responsible for granting it?	
CAR HIRE / TRANSPORT	Fill in your responses here:
What is your company's preferred car hire supplier?	
What type of vehicle does your company prefer?	
What type of car hire insurance would your company prefer?	
Should the traveller refuel the car before returning it?	
How do your travellers settle payments for car hire?	
What is your company's preferred taxi/transfer supplier?	
ACCOMMODATION	Fill in your responses here:
What are your company's preferred hotels & chains?	
What is the maximum allowable room rate for accommodation per night?	
How should accommodation bookings be arranged?	
How do your travellers settle payments for accommodation?	
Specify what expenses are covered by the business, such as the hotel room rate, breakfast, and parking fees.	
TRAVELLER SAFETY	Fill in your responses here:
Who should your travellers contact in case of an emergency?	
What information should your travellers carry with them when travelling? For example, Corporate Traveller's contact number and the travel insurance policy number.	
Does your company offer guidance on what travellers should do if they encounter difficulties while travelling?	
COMMUNICATION	Fill in your responses here:
Where will you house this policy internally?	
How frequently will we review your company's travel policy?	
Which communication channels will be utilised, and how will the policy and updates be communicated to staff?	