



Travel Policy Key Attributes Checklist

- Explanation of Purpose & Cultural Fit
- Enforcement Details
- Traveler Profile Direction
- Designated Travel Agency & Contact Information
- Define Airline Class of Service
- Clarify Lowest Logical Airfare Thresholds
- Preferred Air Carrier Details & Rates
- Preferred Details on Other Suppliers (cars, hotels, credit cards)
- Emergency & En Route Travel Assistance Details
- Emergency Procedures
- Travel Safety Tips
- Electronic Ticketing Details
- Meals/Entertainment Spending Limits or Guidelines
- Approved Payment Methods
- Corporate Card Issuance Criteria
- Corporate Card Program Benefits
- Cash Advance Issuance Criteria & Limits
- Specific & Appropriate Documentation
- Expense Reporting Instructions & Processes
- Receipt Level Requirements
- Frequent Flyer Programs
- Traveler Reimbursement Process
- Exceptions or Thresholds for Executives or Travel Types
- Hotel Class & Room Type
- Hotel Cancellation Procedures
- Car Rental Guidelines
- Car Rental Insurance
- Car Rental Refueling
- Size Limit of Rental Vehicles
- Other Transportation Guidelines (limo, taxi, etc.)
- Rail Travel
- Use of Private/Charter Aircraft
- Telecom Expenses
- Group and Meeting Travel
- Tax Documentation Requirements
- Converting Foreign Currencies
- VAT Reclaim