# Travel Policy Acknowledgement

Please read this summary of the Travel Policy and sign to confirm you have read and will follow the full policy.

## Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

COMPANY

POLICY VERSION DATE

## Key points of the Travel Policy

- Business travel needs prior approval from the manager.
- Bookings go through the company travel desk or approved tools.
- Class of travel and hotel limits depend on grade, as set in the policy.
- Per diem covers meals and local travel; receipts are needed above the limit.
- Employees keep the company informed of their itinerary for safety.

## Acknowledgement

- [ ] I have received and read the Travel Policy and had the chance to ask questions about it.
- [ ] I understand that breaching the policy may lead to disciplinary action, up to termination of employment.

The company may update the policy; the latest version on the intranet applies.

**Employee**

SIGNATURE

PRINTED NAME

DATE