

Travel Policy Template Builder



Booking Information	Where and how should travellers book their trips? Should they use a central tool, a preferred partner, or self-book with rules?	What kind of pre-trip approval is needed — and how should it be handled? (e.g., email, online form, manager sign-off)	What information should be included in the booking? (e.g., job number, cost centre, department)	How should bookings be submitted? (e.g., through a platform, by email, or another process)	What links or contact info should travellers use if they need help with bookings or policy questions?
Fill in your responses here ->					
Domestic flights	What are your cabin allowances for domestic flights? (e.g., economy only, premium allowed over X hours)	Is basic economy allowed? Why or why not?	Do you allow refundable or nonrefundable fares? Can travellers use unused ticket credits?	Who pays for domestic airfare — the company or traveller, and how is reimbursement handled?	
Fill in your responses here ->					
International flights	What are your cabin allowances for international flights? (e.g., premium allowed over 7 hours, business class for executives)	Is basic economy allowed? Why or why not?	How are international airfares paid for? Is there a cap, class restriction, or advance booking rule?	What is your process for acquiring the correct visa and travel documents?	Who should travellers contact if they need support while booking or travelling internationally?
Fill in your responses here ->					
Accommodation	Should travellers book preferred hotels, a specific hotel chain, or use a set budget per night?	Do you use hotel loyalty programs? If so, which ones and who earns the points?	What happens if a traveller finds a cheaper rate or needs to book outside preferred options?	What's the process to guarantee hotel rooms and late check-in?	What does the company pay for (e.g., hotel rate, taxes, breakfast, parking)? What's excluded?
Fill in your responses here ->					
Car hire / ground transport	What is your policy on car rentals — compact only, class restrictions, local use only?	Are there key things travellers should watch for when booking cars? (e.g., fuel, excess coverage)	Do you require fuel receipts or documentation for extra charges?	Who pays for rental cars — and how? (e.g., company card, personal and reimbursed)	What's the rideshare or taxi policy if no rental car is used?
Fill in your responses here ->					
Traveller safety / duty of care	Where should travellers go for help or trip support — and what tools or services should they use?	What traveller info should be collected before trips? (e.g., emergency contact, policy sign-off, insurance details)	What's your policy if a traveller runs into trouble? (e.g., support access, escalation process)	How do you support travellers after they return — especially after illness or emergency?	
Fill in your responses here ->					
Communication	Where will the final travel policy live — and how will staff access it?	Who can access reports or booking summaries? What reporting tools or links are used?	Who are the key stakeholders in your company that should review or approve this policy?	Which channels will you use to share the travel policy and any updates?	Who owns the policy internally and makes the final call on travel exceptions? Make it clear.
Fill in your responses here ->					