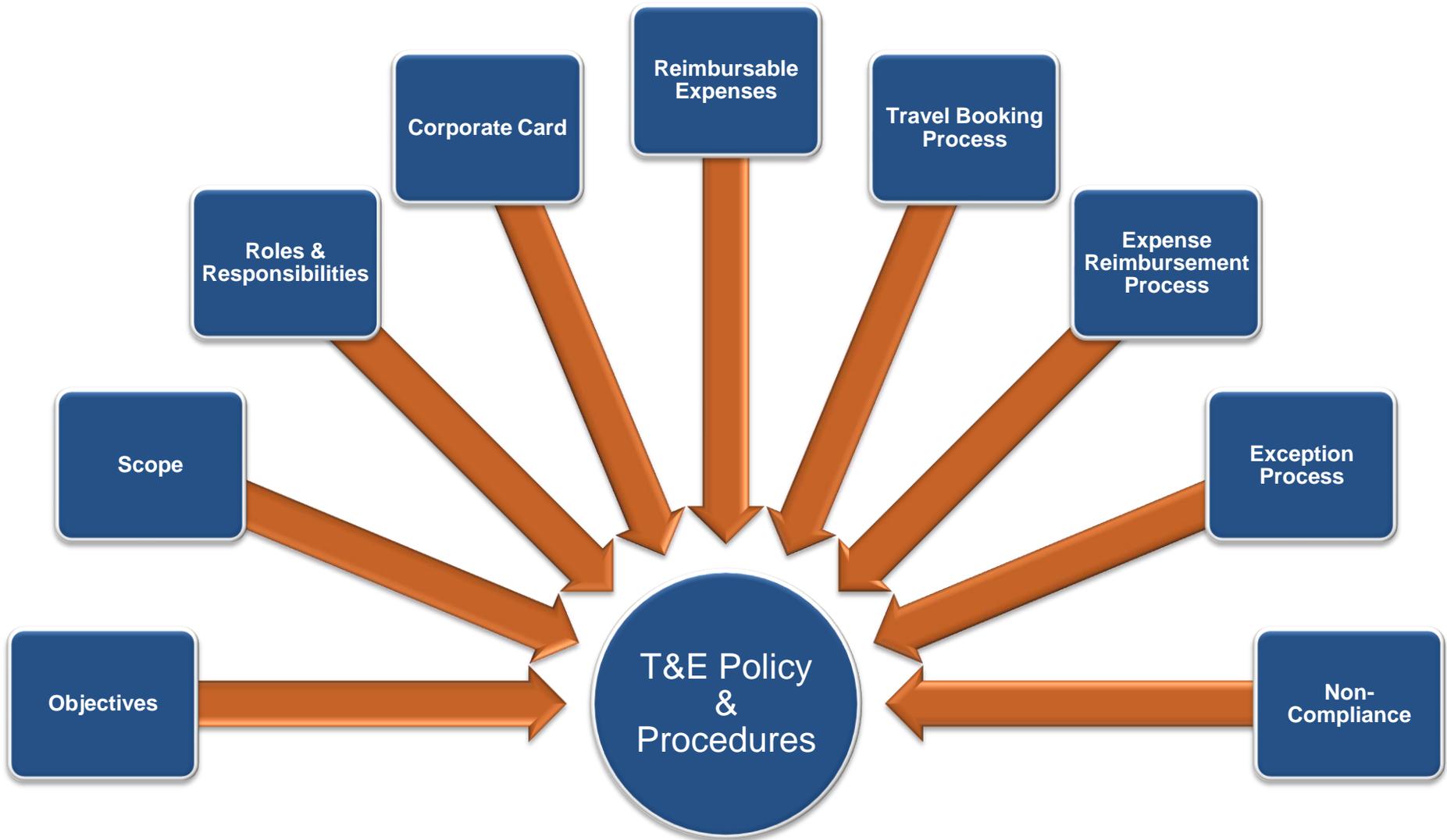


## Creating a T&E Policy that Works



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### Key Elements

- *Objective*
  - What are you trying to accomplish with your policy?
- *Scope*
  - Who does the policy apply to? Are there any carve outs for executives, road warriors, etc.? If multiple policies exist, what is their relational hierarchy?
- *Roles & Responsibilities*
  - Who are all the players involved in the T&E process (employee, supervisor, management, Finance/AP/Payroll, Travel Dept.) and what are their responsibilities?
- *Corporate Card*
  - Give a synopsis of the Company's Corporate Card program and refer reader to the Corporate Card policy for details.
- *Reimbursable Expenses*
  - What types of expenses are reimbursable and at what rates? What type of documentation is required to substantiate business expenses?
- *Travel Booking Process*
  - How does an employee book business travel (online booking tool, TMC)? What are the booking fees? Is use of preferred vendors mandated? How do you handle out-of-policy reservations?
- *Expense Reimbursement Process*
  - How and when does an employee submit an expense report? What is the approval process? How and when is reimbursement made? To whom?
- *Exception Process*
  - How are exceptions requested? Who can approve an exception? What type of documentation is needed?
- *Non-Compliance*
  - Who is responsible for identifying instances of non-compliance? What actions are taken for non-compliant expense reports or travel reservations?

### Remember...

- Create a cross-functional team to create the T&E policy
- Designate one policy owner
- Differentiate between guidelines and mandates
- Determine reimbursement rates
- Be comprehensive –policy should be end-to-end i.e. from the time an expense is incurred to the time an expense is reimbursed
- Be clear – use positive statements to list what is a reimbursable expense
- Be concise – use bullet points and chart