

AI Caravan Ltd. Travel and Expenses Policy (fictional, for training only)

Document reference: FIN-POL-05, version 2, effective 1 March 2026. Owner: Finance manager.

Travel and Expenses Policy, section 1: Scope

This policy covers business travel and expense claims by employees of AI Caravan Ltd. It does not cover relocation, which is handled by a separate agreement.

Travel and Expenses Policy, section 2: Approval before booking

All travel must be approved in the travel request form before anything is booked. Trips inside Jordan are approved by the line manager. International trips are approved by the line manager and the Finance manager. Bookings made without prior approval are reimbursed only at the discretion of the Finance manager.

Travel and Expenses Policy, section 3: Transport

Flights are booked in economy class for journeys under six hours. Journeys of six hours or more may be booked in premium economy with Finance manager approval. Business class is not reimbursed. Taxis and ride-hailing are reimbursed for airport transfers and for travel after 21:00; otherwise public transport or the company shuttle is expected. Rental cars require Finance manager approval.

Travel and Expenses Policy, section 4: Accommodation

Hotels are booked through the approved travel agency. The nightly limit is 90 JOD inside Jordan and 140 USD abroad, excluding taxes. Costs above the limit are paid by the employee unless approved in advance in writing.

Travel and Expenses Policy, section 5: Daily allowance

Employees receive a daily allowance of 45 JOD for each full day of travel inside Jordan and 70 USD for each full day abroad. The allowance covers meals and incidental costs; meal receipts are not required when the allowance is claimed. Travel days of less than eight hours receive half the allowance.

Travel and Expenses Policy, section 6: What is not reimbursed

Alcoholic drinks, minibar items, personal entertainment, fines, and costs for accompanying family members are never reimbursed.

Travel and Expenses Policy, section 7: Claims and receipts

Expense claims are submitted in the finance portal within 14 calendar days of the end of the trip. Every item above 10 JOD needs an itemised receipt. Claims submitted after 14 days are paid only with Finance manager approval, and claims older than 60 days are not paid. Reimbursement is made with the next monthly payroll after approval.

Travel and Expenses Policy, section 8: Corporate cards

Department heads hold corporate cards. Card statements are reconciled in the finance portal monthly, and personal use of a corporate card is a disciplinary matter.