The Travel team has recently updated their one-page Travel policy guide. This guide highlights the very basics of Travel policy and is a useful reference for employees. The Travel Policy Guide is a document that outlines the procedures and guidelines for submitting and processing travel expenses. It is designed to help employees understand the process and avoid any potential conflicts. The Travel Policy Guide includes information on how to create an expense report, how to submit claims, and what expenses are eligible for reimbursement. It also includes guidelines on how to manage and maintain a travel policy. The Travel Policy Guide is an essential resource for employees who travel for work, as it provides a clear and comprehensive understanding of the process. It is recommended that employees review the Travel Policy Guide regularly to ensure they are up-to-date on the latest policies and procedures. The Travel Policy Guide is available online, and employees are encouraged to access it regularly to ensure they are familiar with the policies and procedures. The Travel Policy Guide is a key document that helps employees understand the process and ensure that they are in compliance with the company's Travel policy.