

## **TRAVEL AND BUSINESS TRIP GUIDELINES**

Traveling for business purposes requires careful planning to ensure a successful and productive trip. Here are the guidelines to follow when preparing for business travel:

- **Travel Approval:** Obtain necessary approvals before making travel arrangements. Contact the HR Dept for approval procedures.
- **Booking Travel:** Use the designated travel booking platform to make flight, hotel, and transportation reservations.
- **Expense Guidelines:** Familiarize yourself with the company's travel expense policy. Keep all receipts for expenses during the trip.
- **Travel Itinerary:** Create a detailed itinerary including flight details, hotel addresses, meeting times, and contact information.
- **Packing Essentials:** Pack essential documents (Passport, ID), business attire, chargers, and any materials needed for meetings.
- **Communication:** Provide your contact information to colleagues and update them on your travel schedule.
- **Travel Insurance:** Ensure you have appropriate travel and health insurance coverage for your trip.
- **Safety Measures:** Research the destination's safety information and follow local guidelines. Inform a colleague of your whereabouts.
- **Technology Security:** Use secure connections for work-related tasks. Avoid public Wi-Fi networks for sensitive information.
- **Business Etiquette:** Familiarize yourself with cultural norms if traveling internationally. Dress and behave appropriately.
- **Expense Reporting:** Upon return, submit an accurate and detailed expense report within the timeframe of completing the trip.
- **Debriefing:** Share insights and outcomes from the trip with relevant team members upon your return.

By following these travel and business trip guidelines, you contribute to efficient and professional business travel experiences. If you have any question or need assistance, please contact the HR Department.

Safe travels and successful business interactions await as you represent EBS during your trips. Thank you for your commitment to maintaining our professional standards during your travels.