Finance team

Travel and expenses

What changes on 1 December

Harbor & Pine, a fictional company for this example

Booking travel

- Book trains and flights in the **travel portal**
- **Economy** for trips under six hours
- Book at least **14 days** ahead

Daily limits

$180

a night for a hotel

$60

a day for meals

Taxi

when no train or bus gets you there

Claiming it back

- Photograph every receipt in the **expenses app**
- Claim within **30 days**
- Paid with your **next salary**

Questions?

Ask the finance team, or read the full policy on the intranet.