

# SOP: Transportation and Travel Arrangement Guidelines

This SOP establishes **transportation and travel arrangement guidelines** to ensure safe, efficient, and cost-effective travel planning and management. It includes procedures for booking transportation, selecting travel modes, managing travel schedules, coordinating accommodations, ensuring traveler safety, adhering to company travel policies, and handling travel-related expenses and documentation. The goal is to provide clear instructions for organizing business travel while optimizing resources and minimizing risks.

## 1. Purpose

To outline standardized procedures for arranging and managing business travel, including transportation and accommodations, while complying with company policies and ensuring traveler safety.

## 2. Scope

This SOP applies to all employees, contractors, and personnel arranging or participating in company-approved travel for business purposes.

## 3. Responsibility

- **Travel Coordinator:** Responsible for booking travel, managing schedules, and maintaining travel documentation.
- **Travelers:** Must comply with the guidelines and provide timely information and receipts.
- **Supervisors/Managers:** Approve travel requests and ensure adherence to policies.
- **Finance Department:** Processes travel-related expenses and reimbursements.

## 4. Procedure

1. **Pre-Travel Approval**
  - Submit travel request form with purpose, dates, destination, and estimated costs.
  - Obtain supervisor/manager approval before booking.
2. **Transportation Booking**
  - Evaluate the most suitable mode of transport (air, rail, road) based on cost, efficiency, and safety.
  - Book tickets via approved vendors or designated booking platforms.
  - Ensure advance booking to secure best rates.
3. **Accommodation Arrangement**
  - Reserve accommodations aligned with company standards for cost and safety.
  - Confirm reservations and share details with travelers.
4. **Travel Schedule Management**
  - Coordinate and communicate travel itineraries to all relevant parties.
  - Include transportation, accommodation, and meeting schedules.
5. **Safety and Security**
  - Advise travelers on destination-specific risks and safety protocols.
  - Maintain emergency contact information and travel insurance details.
6. **Policy Compliance**
  - Ensure all bookings comply with company travel policies.
  - Seek approval for exceptions in advance.
7. **Travel Expenses & Documentation**
  - Retain and submit all receipts and invoices for reimbursement.
  - Prepare and submit expense reports within 7 days of trip completion.

## 5. Documentation

- Travel request forms
- Booking confirmations (transportation and accommodation)
- Itinerary documents
- Expense reports and supporting receipts
- Emergency and insurance information

## 6. Revision and Review

This SOP is to be reviewed annually or as needed to ensure compliance with company policies and regulatory requirements.

## 7. References

- Company Travel Policy Manual
- Expense Reimbursement Policy
- Health & Safety Guidelines

## 8. Appendix

Document/Form	Description
Travel Request Form	Form for obtaining approval for business travel
Itinerary Template	Standard template outlining travel and meeting schedules
Expense Report Form	Template for submitting post-travel expenses