SOP: Employee Travel Profile and Preferences Documentation

This SOP details the process for creating and maintaining **employee travel profile and preferences documentation**, including the collection of personal travel information, preferred airlines and seating, meal preferences, frequent flyer programs, travel authorization procedures, and updating profiles regularly. The aim is to streamline travel arrangements, enhance employee comfort during trips, and ensure compliance with company travel policies.

1. Purpose

To establish a standardized approach to the collection, documentation, updating, and storage of employee travel profiles and preferences, in order to optimize travel management and employee satisfaction.

2. Scope

This procedure applies to all employees required to travel for official business and to HR/Travel Administrators responsible for travel arrangement and compliance.

3. Responsibilities

- **Employees:** Provide accurate and up-to-date travel profile information.
- **HR/Travel Administrators:** Collect, document, update, and securely maintain employee travel profiles.
- **Managers:** Approve/update travel authorizations according to company policy.

4. Procedure

1. **Collection of Information**
   - Upon onboarding, provide employees with a Travel Profile Form (see sample below).
   - Request completion of the form prior to first business trip.
   - Ensure all fields are accurately filled.
2. **Required Profile Information**

Category	Examples
Personal Information	Name (as per ID), DOB, Emergency Contact, Passport/ID details
Preferred Airlines	e.g., Delta, United, Lufthansa
Seating Preferences	Aisle/window, extra legroom, etc.
Meal Preferences	Vegetarian, vegan, gluten-free, allergies
Frequent Flyer Programs	Program name, membership number
Special Requirements	Assistance needed, accessibility needs

3. **Travel Authorization**
   - Obtain manager approval for travel as per company's approval workflow.
   - Ensure all necessary authorizations are documented in the travel profile.
4. **Profile Maintenance and Updates**
   - Review and update employee profiles at least annually or upon request.
   - Update information immediately following changes (e.g., new passport, status change).
   - Allow employees to update their preferences via HR/travel portal or direct request.
5. **Documentation and Storage**

- Store travel profiles securely in compliance with data privacy regulations (GDPR, etc.).
- Restrict access to authorized personnel only.
- Back up records regularly.

5. Sample Employee Travel Profile Form

Section	Details
Personal Information	
Name (as per ID):	_____
Date of Birth:	_____
Emergency Contact:	_____
Passport/ID Number:	_____
Preferred Airlines:	_____
Seating Preference:	_____
Meal Preference:	_____
Frequent Flyer Programs (with numbers):	_____
Special Requirements/Comments:	_____
Travel Authorization Level:	_____

6. Compliance

All employee travel arrangements must align with the **Company Travel Policy**. Non-compliance should be immediately reported to HR/Travel Management for review and corrective action.

7. Review and Revision

This SOP will be reviewed annually or if there are significant changes to travel policy, procedures, or regulations.