

Trackita.

POLICY

Overview

POLICY

Trackita Expense and Travel Policy: Pay Your Own Way Unless Pre-Approved

Purpose

This policy helps everyone at Trackita understand the rules for travel and other business expenses. In simple terms, Trackita won't cover any costs unless you get approval in advance.

General Rule: No Pre-Approval, No Reimbursement

Before you spend any money that you think Trackita should pay back, you need to get your manager's approval. No exceptions.

What Counts as a Business Expense?

Before getting approval, make sure the expense fits these three criteria:

Necessary: You need it to do your job.

Reasonable: It's not super expensive or fancy.

Appropriate: It makes sense for what you're doing.

For more details on what's okay to expense, check our Expenses & Travel Procedure document.

Planning to Travel? Get Pre-Approval

Before you go anywhere for work, talk to your manager to get approval. After that, get in touch with the Operations team to make your travel arrangements.

Emergency Travel Situations

In a real emergency where you can't reach the Operations team, you can pay for airfare or lodging yourself. But remember, use your best judgment and follow the guidelines in our procedures document. Just know that without pre-approval, there's no guarantee you'll get that money back.

Trackita.

Trouble on the Road? Contact Operations

If you're traveling and something goes wrong, contact the Operations team right away. Their contact info is in the Company Knowledgebase.

Wrapping Up

The big takeaway? If you don't get pre-approval for an expense, don't expect to get paid back. Always plan ahead and keep the lines of communication open.

Thank you for your understanding and cooperation!