Business Purpose	This e-learning course was designed to assist employees of Turtleback Web Solutions, Inc. in enhancing their ability to understand aspects of company travel. The goal was to familiarize employees with the guidelines and procedures for travel and expense reimbursement, to clarify what constitutes eligible and ineligible expenses, to outline the approval process for travel and expenses, and to emphasize the importance of accurate record-keeping and reporting.
Target Audience	Employees of Turtleback Web Solutions, Inc.
Training Time	30 minutes
Training Recommendation	● 1 e-learning course 　○ Since the audience is comprised of employees in multiple locations, this is the most efficient and effective solution ● Course includes various classroom demonstrations to illustrate streamlined strategies for the learner.
Deliverables	● 1 e-learning course 　○ Developed in Articulate Rise 360 　○ 30 minutes 　○ Published and tracked on company LMS 　○ Includes knowledge checks in each section
Learning Objectives	● To familiarize employees with the guidelines and procedures for travel and expense reimbursements. ● To clarify what constitutes eligible and ineligible expenses. ● To outline the approval process for travel and expenses. ● To emphasize the importance of accurate record-keeping and reporting.
Training Outline	● **Introduction** 　○ Welcome 　○ Purpose of the policy 　○ Benefits of the policy ● **Topics:** 1. **Overview of the Policy** 　- Purpose and scope 　- Importance of compliance 2. **Travel Guidelines** 　- Booking procedures (flights, accommodations, transportation)

	- Preferred vendors and travel platforms - Safety and health considerations while traveling 3. **Expense Categories** - Meals, lodging, transportation, and incidentals - Entertainment and client-related expenses - Personal expenses and what is not reimbursable 4. **Approval Process** - Pre-approval requirements for travel - Submission process for expenses - Timeframes for reporting and reimbursement 5. **Record-Keeping** - Documentation required (receipts, itineraries, etc.) - Using expense reporting tools 6. **Policy Compliance** - Consequences of non-compliance - Resources for questions and support ● Knowledge checks throughout ● Summary
Evaluation Plan	● 5 assessment questions total, one in each topic section.