What are the guidelines and procedures outlined in the company's travel policy?

All business travel must be authorized in advance by the employee's manager. Employees are responsible for booking their travel arrangements through approved channels. Accommodation should be booked at reputable hotels within budgetary guidelines. Ground transportation expenses can be reimbursed for business-related travel. Employees must submit an expense report with receipts within 7 days of completing their trip. Travel insurance coverage is provided for business trips. Compliance with visa requirements and safety precautions is required for international travel. Personal safety and security are the responsibility of the employee. All travel expenses must comply with company policies and ethical standards.

What is the policy for overtime pay?

If an employee works beyond the prescribed working hours (usually 9 hours a day or 48 hours a week), they are entitled to overtime pay. The rate of overtime pay is typically set at twice the employee's regular wage rate for each hour of overtime worked. Employers are legally obligated to pay overtime wages to employees who work beyond the standard hours as mandated by law or the employment agreement.