Sojourn Travel

# (Insert Name) Policy

**SECTION 1 – DEFINITIONS**

1. For the purpose of this policy:

**SECTION 2 - POLICY STATEMENT**

**Part A - Policy Declaration**

**Part B - Policy Description**

**Overall Objectives**

**Part C - Content and Implementation**

**SECTION 3 - RELATED POLICIES, DOCUMENTS, LEGISLATION AND STRATEGIC PRIORITIES**

**SECTION 4 - RESPONSIBILITIES**