

Zoho North America

Premium Economy Travel

Policy

We have some good news!

Zoho US and Canada employees can now undertake international business travel in Premium Economy Class.

Since this will constitute a significant increase in travel costs, let's all agree to some ground rules.

Eligibility

Travel must be international and the duration of the applicable flight segment(s) must be greater than six hours, not counting transit times. Premium economy typically consists of three fare tiers, and our policy can accommodate fares in the first and second tiers, capped at a maximum of twice (2X) of the economy fare. If the premium economy fare exceeds this limit, employees may travel in economy or explore different travel dates or carriers.

Booking Policies

Premium Economy seats are limited and can be quite expensive. Employees and managers should plan travel well in advance, preferably 4-6 weeks. If premium economy is not available in advance, or doesn't fit the budget limits, employees may book extra legroom in economy on qualifying international flights.

If an upgrade from economy to premium economy is available at the time of check-in, employees may upgrade to premium economy so long as all the eligibility requirements are met.

This policy may be revised at any time.