


Issuer: Director Group HR	Issued to: All Employees	Document Approved by: BOM	Revision No:03	
			Date: 01 st April 2014	
Overseas Travel Policy				

1. Objective

To provide guidelines to employees who travel overseas for business or training purposes.

2. Approval Process

- 2.1 All employees who intend to travel overseas for business or training purposes must adhere to the below approval process.
- 2.2 The employee intend to travel overseas must fill the attached form which will specify the objective of the journey and the expected outcomes, the details of the destination and the dates and duration of travel and detailed costs of the overall journey including lodging per-diems airfare etc.
- 2.3 A proper justification should be provided for the necessity of travel and for the length of stay in the space provided in the form.
- 2.4 The department head must recommend the overseas travel and must ensure that stated objectives of the travel is met and due follow up is done where necessary.
- 2.5 All such recommendations must be authorized/approved by the Managing Directors of each SBU for all employees in his/her SBU. If the employee concerned is from the Corporate office, Hemas Developments or Vishwa BPO or if the overseas travel request is from a direct report of Group CEO, then the approval should be sought from Group CEO. Without such approval, finance divisions should not process any payments to employees.

3. Air Travel

This should be determined by the purpose of travel and grade of employee.

Purpose of travel	Grade 9 and above	Below grade 9
For Business purposes	Business Class	Economy class
For Training purposes	Economy class	Economy class

4. Travel Allowance

- 4.1 Allowance entitlement will differ according to the region of travel and grade of the employee. This allowance is given for purposes of food and lodging and any other living expenditure.
- 4.2 If hotel is provided by the company it is recommended to use 3 star or 4 star hotels depending on the city. If circumstances requires employees to book 5 star hotels special approval is needed.
- 4.3 If the accommodation/food is provided by the training institute/business partner (full sponsored programme/journey) the below allowances will not be applicable, but a flat rate of \$30 per day will be paid to the employee.
- 4.4 Following guidelines may be used to determine the applicable no of days to calculate the total allowance to be paid to the employee.
 - 4.4.1 If the departure from Sri Lanka is before 1600 hours, that day should be taken as a full day and if the departure time is after 1600 from Sri Lanka it should be counted as half day to calculate. This is applicable to the allowance allocated for food and living allowances. However hotel cost has to be paid in full. Similarly when returning to Sri Lanka, if the arrival time is after 1300 hours it should be treated as a full day.

- 4.4.2 Please note that above is only a guideline. The approving officer must use his judgment based on total travel plan in each case as the destination also will have an impact on the decision apart of from time of departure. The principle should be that if it is difficult to establish whether it should be treated as full day or half day, the benefit of the doubt should go to the employee.

Region	Category	With Bed and Breakfast	Nothing Provided
USA, Europe, Japan	Grade 9 and above	\$90	\$300
	Grade 8 and below	\$70	\$250
South Asia, Far East & Middle East	Grade 9 and above	\$70	\$250
	Grade 8 and below	\$50	\$175

5 Land Travel

- 5.1 Company will reimburse Airport pick up and drop on actuals
- 5.2 Employee is expected to determine the most economical and practical mode of travel on land for business meetings, clients/supplier visits etc. based on the country and the transport options available. The company will reimburse such costs on actuals.
- 5.3 Hotel taxis should not be used in general. It will be permitted only when several number of places need to be visited on the same day. In other cases, metered taxis should be used.

6 Communication

- 6.1 Personal calls - The management understand the need to stay connected with the family during overseas travel. For this purpose employees will be allowed calls/SMS worth LKR 300/- per each day that the employee stays out of the country. This is in addition to the local mobile allowance limits that they are entitled for.
- 6.2 Official calls – actuals will be reimbursed. Roaming may be activated to answer or take business urgent calls
- 6.3 Data – roaming not allowed
- 6.4 Group IT division will from time to time do research and advise employee on most economical modes of roaming due to technological advancements and rates changes and employees are expected to be guided by those communications.

7 Other expenses

- 7.1 Alcoholic Beverages/Cigarettes - Alcoholic Beverages/Cigarettes will be reimbursed by the company only in the context of entertaining business associates.
- 7.2 Incidental/miscellaneous expenses – employees may be faced with incidental/miscellaneous expenditure during the overseas travel which will be reimbursed on actual provided a proper justification is provided. For example buying samples of products during a field visit etc.

8 Settling of Allowances

8.1 If Living Expenses are Expected to Exceed the Allowance

- 8.1.1 If the living expenses cannot be met with allowance due to the candidate concerned can apply for an additional allowance before leaving.
- 8.1.2 An expense schedule should be submitted with a breakdown of expenditure and supporting documents.
- 8.1.3 The additional allowance will be approved at the discretion of the approving office as stipulated in 2.5.

8.2 Settlement of Additional Allowance

- 8.2.1 Any cash advance granted exceeding the allotted travel allowance should be settled within one week of arrival.
- 8.2.2 A detailed expense sheet and the supporting documents must be given with the settlement.
- 8.2.3 The advance will be indicated as a receivable to the respective company from the employee till the amount is settled.

8.3 Claiming Additional Expenses Upon Arrival

- 8.3.1 The employee will be **would be** able to claim any short fall in the expenditure upon submitting a detailed expenditure schedule supported by the necessary documents.
- 8.3.2 All claims should be submitted within two weeks of arrival.
- 8.3.3 The approval will be subject to the discretion of the sector head (CEO for Corporate Office).

8.4 Expenses within the per diem

- 8.4.1 The employee who manages within the allowed per diem, it is not required to produce details of the expenses.
- 8.4.2 It is not necessary to refund any balance remaining out of the per diem.

8.5 Record Keeping

- 8.5.1 Record of the business travel request forms and expenditure schedules will be maintained by the FD's of the sector.

9 Overseas Training: Follow up Action

- 9.1 Employee should submit a report on the key learning outcomes, knowledge gained, the practical applicability and the implementation methods. The report/presentation would influence the future decisions on approving overseas training.

	Report within 1 week of returning	Presentation/Knowledge Sharing
Grade 9 and above	SBU MD/Group CEO & GHRD	SBU EXCO/GOC
Below grade 9	Relevant department head and/or SBU MD, SBU HR head	SBU management/EXCO

10 Review

- 10.1 This policy will be reviewed once in 2 years and recommendations will be made to the Board of Management.

OVERSEAS TRAVEL APPROVAL FORM

SBU Name	
Employee Name	
Designation	
Grade	

Purpose of Travel	Business		Training	
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DETAILS OF THE VISIT				
Business				
Country				
City				
Name/Place of visit				
Period	From		To	
Training				
Country				
City				
Institute				
Programme Name*				
Period	From		To	

*Brochure should be attached

BUSINESS CASE
<p>Please justify the overseas travel</p>
<p>Please List down the business outcomes/training objectives of the visit</p> <ol style="list-style-type: none"> 1. 2.

COSTS (IN USD)

Basis	Hotel with BB		Nothing Provided	
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No of days	
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Hotel with BB			
Name of hotel			
Room rate		Total hotel cost	
Relevant Per-diem		Total per-diem	
Noting provided			
Relevant Per-diem		Total per-diem	

Other costs (USD)	
Air Travel	
Training costs	
Land Travel	
Communication	
Entertainment	
Miscellaneous	
Total other costs	

Total cost of overseas travel USD		Total cost of overseas travel LKR	
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Signature of employee	Date
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APPROVAL (WHEREVER RELEVANT AS PER THE POLICY)		
	Signature	Date
Immediate Superior		
Department Head/Director		
SBU HR		
SBU MD		
GHRD		
Group CEO		