

Travel Policy of qordata and veraqr

Purpose

The purpose of this policy is to establish guidelines for business travel, ensuring that our employees have clear directions for their travel.

Scope of the Policy

- a. The guidelines established in this Policy apply to all travelers.
- b. Travelers on Company business are expected to utilize the same care and have the same concern regarding cost and expenses as a conscientious individual would utilize on a personal trip.
- c. Provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred with required documentation.

Principles

A balance is sought between the organization's need for cost effectiveness and the employees' need for quality services and support. Travel should be at the most reasonable cost, consistent with good business practices. Neither luxury, nor sub-standard modes of transportation and accommodation should be used.

The Company reimburses Travelers 100% for properly documented business expenses—within policy guidelines—incurred wholly, exclusively, and necessarily in the performance of their responsibilities. In claiming expenses, the principle is that the employee neither benefits nor suffers any financial disadvantage as a result of incurring expenses on Company business.

Any expenses incurred/submitted which do not comply with defined guidelines will not be reimbursed, unless accompanied by a valid (preferably pre-approved) exception by Management/HOD.

Management has the right to change or amend the travel policy at any time, any exceptions will be as per Management's or HOD's discretion.

Processes

1. All travel must be requested using the "**Travel Authorization Form**" (hereafter referred to as a **T/A – Appendix B.**)
2. T/A form must be submitted as soon as the travel request is generated or minimum 20 working days prior to travelling. In case, T/A form is submitted less than 5 days prior to required date of travel, then travel desk will not be responsible for travel confirmations on requested date.

3. Travel arrangements must be made through a pre-approved travel agent(s). Exceptions are for online or self-purchases.
4. Expense reports with supporting proofs must be submitted in a timely manner, preferably within 1 week of completion of travel.
5. Any expenses submitted after 45 days of completion of travel will not be entertained or reimbursed. A copy of the approved T/A form must be submitted along with the expense report. Traveler is recommended to use expensify app to record all travel related expenses.
6. Supporting proofs include original receipts of any travel-related expenses are required.
7. Upon receiving the expense report, it is expected that the Accounts Department will process approved payments within 15-30 days.
8. Transport expenses from home/hotel to airport/station and vice versa will be covered by company on actual rates.
9. All payments will be made through payroll at actual rates.

Travel Supports and Proofs

- International Travel: A copy of the passport showing a departure and arrival stamp OR boarding pass stubs for all sectors traveled.
- Domestic Travel: Approved T/A form is sufficient, boarding pass stubs for all sectors traveled must be submitted.
- Per diem: Approved T/A form along with proof of travel (as described above)

Travel Changes and Cancellations

At times, travel may need to be canceled due to unforeseen circumstances. If travel is canceled or changed due to personal reasons, or due to negligence of employee or affiliate, the cancellation charges or change penalty will be borne by the employee or affiliate. In other circumstances, the charges will be borne by the organization. Examples of these situations include last minute cancellation of scheduled meetings, travel cancellations due to weather disturbances, airline policy changes or security reasons. In such situations, cancellation charges incurred for pre-approved airfare, visas, registration fees and lodging will be adjusted within the department's budget. The final decision rests with management.

Implementation & Responsibilities

Each Traveler should use good business judgment in deciding to spend Company funds in order to ensure a maximum business return for the investment in travel.

Employee/Travelers are directly responsible for:

- Reading the Policy
- Understanding the Policy
- Complying with the Policy

Managers/Expense Approvers are directly responsible for:

- Reviewing the Traveler's expense reports to determine that the reimbursed expenses are reasonable and consistent with this Policy.
- Resolving any discrepancies between a submitted expense and this Policy.
- Approving or denying expense submissions within 45 days.

Accounts is directly responsible for:

- Monitoring compliance with the Policy through periodic audits of submitted expenses and associated approvals.
- Identifying and communicating Policy exceptions or reimbursement errors to the Traveler and/or the Traveler's supervisor.
- To ensure approval from HOD/Manager for travel related expense reimbursement.

Leisure Travel with Business:

Travelers will not be reimbursed for incremental costs of airfare incurred as a result of non-business-related stopovers. The incremental cost is the excess of the actual fare basis over the direct round trip fare to/from the business trip location. Any expenses paid in advance by the Company must be deducted from the amount due to the Traveler in the expense report. Traveler's respective managers will make the final decision on combining business travel with leisure. The Traveler is responsible for all additional portions of the trip related to leisure travel. Leisure travel details should be communicated to the Travel desk at the time of submitting T/A form.

Air Travel

1. Air travel will be via the most direct and economical means, accommodating the comfort, needs and preferences of the employee.
2. The traveler is not allowed to choose the airline. Only if two or more airlines offer comparable routes at comparable prices, the traveler may be asked to state their preferred airline. If a traveler insists on using an airline of his choice, they must pay the difference in fare between the preferred airline and the lowest cost comparable routing, and the flight recommended by travel team.
3. Business class travel is not permitted. All travelers will fly economy class including international flights, as well as domestic.

4. In case of stopover, if the connection time is more than 5 hours then access to the business lounge will be provided by the travel desk. In case the connection time is more than 10 hours then the travel desk will arrange a hotel room within the airport facility depending upon availability. The expense related to transit stay will be borne by the company.
5. We do not encourage self-booking. If someone wishes to make an independent booking, we kindly request them to seek prior approval from our travel desk team.

Hotel / Lodging

All booked accommodation must meet business travel standards with reference to comfort, convenience, and cost. All hotel reservation expenses will be pre-paid by the company. In case of emergency employees can pay through personal credit card or cash and this will be included in the expense report.

Unless otherwise specified, a standard non-smoking room is reserved for travelers. Executive Suites or club rooms are not allowed.

All employees are entitled to have their separate rooms in accordance with our policy. However, if more than one employee chooses to share a room, they will be paid additional room allowance as per below mentioned categories.

- United States: Each sharing employee will receive a daily allowance of \$50.
- Kazakhstan: Each sharing employee will receive a daily allowance of \$40.
- Pakistan: Each sharing employee will receive a daily allowance of PKR 5,000.

We do not encourage self-booking. If someone wishes to make an independent booking, we kindly request them to seek prior approval from our travel desk team.

Only in Business travel we will provide a separate room to individuals (Not applicable for retreats and strategy meet travel)

Rooms provided on a shared basis must have twin beds. No two opposite genders will be allowed to stay in one hotel room.

Laundry and dry-cleaning charges will only be reimbursed for travel lasting longer than 6 days. The following is a list of items related to lodging that are not reimbursable expenses.

- In room movies or pay TV
- Personal telephone calls
- Mini-bar refreshments
- Recreational Activities
- Newspapers

In case the traveler stays with a personal contact (family or friends), only 50% of the overall hotel accommodation cost will be reimbursed to the traveler. The hotel price will be in accordance with the pre-approved accommodation cost from travel desk for that specific region.

Meals and Incidentals:

Employees in travel status are compensated up to the per diem rate for travel related expenses for their travel destination. Per diems will be calculated based on the number of hours of travel and it will be paid in advance to the traveler. The minimum number of hours for 1 per diem eligibility is 6 hours/day.

The company standard rate for per diem is:

- International per diem for USA & Europe: **\$80**
- International per diem for Kazakhstan and Asia: **\$60**
- International per diem for Pakistan: **Rs. 8,000/-**
- Domestic per diem (Pakistan): **Rs 8,000/-**
- Domestic per diem (US): **\$80**

The company standard per diem rate for every first and last day of travel will be calculated as below, the minimum number of hours for 1 per diem eligibility is 6 hours/day.

- International per diem for USA & Europe: **\$60**
- International per diem for Kazakhstan and Asia: **\$40**
- International per diem for Pakistan: **Rs. 5,000/-**
- Domestic per diem (Pakistan): **Rs 5,000/-**
- Domestic per diem (US): **\$60**

The per diem elements for Pakistan are:

- Meals, non-alcoholic drinks, tax & tip
- Intra-city transport, this includes hotel to office and vice versa transport. (Within 10 kilometers each way)
- From home to airport/station and from airport/station to hotel and vice versa will be paid on actual.

The per diem elements for countries other than Pakistan are:

- Meals, non-alcoholic drinks, tax & tip
- Intra-city transport, this includes hotel to office/customer visit and vice versa transport.

- From home to airport/station and from airport/station to hotel and vice versa will be paid on actual.
- Lodging, and incidental expenses incurred while travelling.

Rent a Car

Car rental for intra-city travel on international travelling will be reimbursed at cost, as long as there is clear justification for this mode of travel. Prior approval is preferred. It is expected that a reasonable vehicle allowing for safety and economy will be chosen by the traveler. The best possible rates must be selected. Justification may be required from the traveler if the choice of vehicle and/or rates is not deemed suitable. The rental car category should be the standard sedan, which provides more room for passengers and can fit an additional bag in the trunk.

Online/Self Purchases

In certain circumstances, purchase of airline tickets or hotel bookings may be done online by the traveler. These circumstances are limited to the situations described below: This is mandatory to inform Travel Desk and Accounts at the time of purchase.

1. In case of emergency travel, when on-the-spot purchases are required.
2. Better fares are available online for certain sectors. A comparison of these fares must be provided at the time of submission. Complete documentation and verification will be done in this situation.
3. Origin of travel is from a country other than Pakistan.

Appendix A: Airline Travel Booking General Information:

There are several ways to lower the cost of airline tickets:

- **Purchasing 21 days in advance:** This is good with those definite meetings set up already. Most of the airlines have a 21days rule with low-cost fares. If you take advantage of this, then it's worth it but once you want to change your dates on last minute it will incur change fee and fare difference which will be more than the value of buying outright the ticket on last minute.
- **24-hour rule or a weekend rule:** we have what we called 24 hours rule in refunding all types of tickets. If you want to take advantage of this just let us know 24 hours before so we can still void your ticket and check a lower fare, or any tickets issued on Friday we have until Monday to void the tickets in case the meeting has changed or cancelled.

- **Change the time you travel** we must not be rigid on the time of day we want to travel. Let us say going between New York and LA may have one airline offering as many as 7 to 8 flights in a day. Moving your departure time by just one or two hours or your return may save us a significant amount of the ticket price.
- **Change the day you travel** there are times traveling on Tuesday than a Wednesday or a Sunday instead of Saturday will significantly reduce the cost.
- **Change the route you travel** sometimes flying direct is so costly, but we have to ask whether the cost is worth it. If it's worth it, then no question asked but if you try to consider with one stop relatively 50% less in cost it might be worth checking for.
- **Change the airline you use**: Some of you have a favorite airline to fly due to the frequent flyers or miles you gain. But it's worth checking also other airlines competing on the same route which is less costly.
- **Use your frequent flyer miles for the purchase**: Your frequent travel with the company gives you the frequent flyer miles so in reality your miles is part of the company benefits. We know a lot won't agree but let us be realistic if you want to contribute with the lowering of expense in travel it might be a time for you to reflect to use your miles sometimes for your business trips.
- **For the Hotels**: Booking hotels anywhere from 3 to 4 weeks ahead of the time of travel usually yields the best rates.

Female Employees Travel:

All female employees are required to travel with their mahram.

Appendix B: Travel Authorization Form

DATE SUBMITTED (DD/MM/YYYY):		TIME:	
REQUESTING (PLEASE TICK):	VISA <input type="checkbox"/> AIRLINE TICKET <input type="checkbox"/> HOTEL BOOKING <input type="checkbox"/> OTHER:		
NAME OF TRAVELLER: (AS PER PASSPORT)		SIGNATURE OF TRAVELLER:	
APPROVER NAME:		SIGNATURE OF APPROVING MANAGER:	
NAME OF DEPARTMENT		CUSTOMER:	

ITINERARY AND DATES REQUESTED					
DATE:	TIME:	FROM:	TO:	PREFERENCES:	HOTEL RESERVATION

<p align="center">REASONS FOR TRAVEL OR ANY OTHER INFORMATION RELATED TO TRAVEL (MERGING BUSINESS TRIP WITH PERSONAL)</p>

I have read the **Travel Policy** and accept it. Any difference between the reasonable cost available and the cost of my preference will be borne by me.

Signature of Traveller

Approval Committee	
Approving Manager Signature: _____	HOD signature _____