

Techdata Global Co., Ltd. travel expenses regulations

Chapter 1: General Provisions

Article 1 [Purpose]

This regulation stipulates matters concerning travel expenses when traveling domestically and abroad for work and training.

The purpose.

Article 2 [Types of travel expenses]

Travel expenses are divided into fares, lodging fees, and reserve expenses.

Article 3 [Classification of Travel Expenses]

Travel expenses are divided into domestic travel expenses and overseas travel expenses.

Article 4 [Classification of payment of travel expenses]

1. Rail travel is by rail, air travel by air, and land travel other than by rail is by car.

2. pay each

3. In case there is no corresponding grade in applying the railroad, the fare of the actually operated grade is paid.

4. all.

5. Travel expenses are calculated according to the number of business trip days.

6. count as 1 day

7. Accommodation fees are paid according to the number of nights stayed, but lodging fees while on the move are not paid.

8. If part of the travel expenses is provided by the company or other organizations, the portion provided

9. do not pay for

10. Work in the general metropolitan area is not considered a business trip, and in this case, all expenses are not paid.

don't

ý For business trips without lodging, only transportation expenses will be paid out of travel expenses, and reserve expenses will not be paid.

can

Article 5 [Calculation of Travel Expenses]

Travel expenses are calculated and paid according to the order of travel. However, due to business circumstances or natural disasters or other unavoidable

If it is impossible to travel on a regular route due to reasons, it is calculated according to the route actually passed.

Article 6 ýCalculation of the number of daysý

The number of days depends on the number of days required for business or training. However, illness during a business trip, natural disaster, and other unavoidable circumstances

In the case of staying for the above reason, the approval of the representative is obtained by attaching a doctor's diagnosis or a statement of reason.

It can be obtained and counted as business trip days.

Article 7 [Change of Travel Expenses]

If it is necessary to calculate travel expenses differently due to a change in travel expenses during the trip, the reason

Prorated from the day the incident occurred.

Article 8 ýTravel expenses for attendantsý

Employees acting as executives are only entitled to railroad, air, automobile, transportation and lodging fees.

Travel expenses equivalent to KRW can be paid.

Article 9 ýCommunication costý

Telecommunication expenses due to official duties during business trips are paid as actual expenses according to supporting documents (including reports).

Article 10 ýLocal Transportation Expensesý

Local transportation expenses due to official duties during business trips are paid as actual expenses according to supporting documents (including reports).

all.

Article 11 [Payment and Settlement of Travel Expenses]

ý Travel expenses shall be paid in accordance with the business trip travel expense calculation table (Appendix 1) prior to the business trip. However, if the itinerary is uncertain or

In case of long-term business trip or other unavoidable circumstances, it may be transferred within the limit of the estimated amount.

ý Reserve expenses shall be settled within 3 days after returning home, together with the required certificate.

ý Accommodation fees for more than one person are paid on a per person per room basis.

Article 12 [Travel Expenses for Leave of Absence, Retirement, etc.]

ý When dismissed during a business trip, the same travel expenses as the previous job will be paid until returning to the assigned place.

ý When a person who has been on leave or retired is ordered to go on a business trip for business transfer, etc., it is equivalent to a job change.

can pay for travel expenses.

Chapter 2 Travel Expenses for Domestic Business Trips

Article 13 [Domestic Business Trip]

In the case of a domestic business trip by person, transportation and lodging expenses are covered in accordance with the travel expenses calculation table (Appendix 1).

urgent However, company-owned means of transportation or means of transportation that does not require separate payment

In case of using , transportation expenses are not paid, but toll road expenses are paid.

Chapter 3 Travel Expenses for Overseas Business Trips

Article 15 ýApplication Criteriaý

For overseas travel, these regulations apply based on the date of departure and arrival in the home country.

Article 16 [Overseas Business Trip]

In the case of overseas business trips by name, the following travel expenses shall be paid.

ý Transportation expenses: In principle, the company purchases and provides necessary air tickets during the business trip period.

do.

ý Transportation, lodging, and reserve expenses are paid separately.

ÿ Reserve: Expenses for official receptions and other special expenses necessary for the performance of official duties in accordance with prescribed procedures.

A reserve fund may be paid.

Article 17 [Deduction of Travel Expenses]

A person going on a business trip abroad pays part or all of the travel expenses by a foreign inviter or other person

In the case of borne by the travel expenses, only the balance after deducting the amount from the travel expenses according to this provision shall be paid.

Addenda

Article 1 ÿEnforcement Dateÿ

These rules are effective from January 1, 2020.

Appendix 1

Travel expenses calculation table

spot	Accommodation fee (1 night)		traffic rain	
	Domestic (KRW)	Overseas (US\$)	Domestic (KRW)	Overseas (USD)
CEO and President's expenses		actual expenses	BUSINESS and KTX or SRT honor, honor bus	More than BUSINESS
Executives	actual expenses	actual expenses	ECONOMY and KTX or SRT honor, honor bus	More than ECONOMY
team leader and manager	60,000	actual expenses	KTX or SRT regular and honor bus	ECONOMY
tea, exaggeration		actual expenses	KTX or SRT regular and honor bus	ECONOMY
deputy, employee		actual expenses	KTX or SRT regular and honor bus	ECONOMY

note :

- Accommodation fees may be applied to actual expenses depending on overseas and other regions.
- When there is no regular route or when traveling by car, the actual cost shall be paid.
- If official business expenses are necessary, travel expenses are paid after obtaining approval from the CEO.
- Accommodation expenses are processed as actual expenses by credit card payment. Transportation and reserve expenses shall be received.
- Support for 60,000 + {(Number of guests - 1) * 60000/50%} when using a room for 2 or more people.

Example) 60,000 + (2*60,000) / 50% = 120,000 won when 3 people use 1 room
- Use KTX when visiting the head office of a branch. "However," approval from the head of headquarters is obtained when using the airline.

7. Considering the safety of female employees on domestic business trips, there is no limit on accommodation costs, and actual expenses can be paid by card payment.

deal with

8. When a female employee does not use a business vehicle and goes on a business trip to Korea, she decides according to the weight of her luggage and pays for transportation expenses.

paid out of pocket

9. Lunch during a business trip is not supported. (included in salary)