

الشركة السعودية للاستثمارية لإعادة التدوير

Saudi Investment Recycling Company

سياسات عمليات الموارد البشرية

Travel and Business Trips Policies

Date (13. April 2023)

Travel and Business Trips

1. Business Trips

- A business trip is any authorized trip carried a-it by an employee away from his normal place of employment to conduct business or attend training, either locally or abroad
- The employees must fill the Business Trio Request Form (Appendix 1 - Business Trip Request Form) and submit, at least two weeks prior to the departure date for international business trips or 3 working days for internal business trips.
- The Employees Direct Manager is responsible to review and approve the need for the Business Trip and validate the details of Business Trip Schedule.
- Upon return from the business trip the employee's direct manager must confirm the employee's return as scheduled and as per the approved travel request.
- In cases in which business trips are linked with an annual leave, any cost variance in airfare. car rental or lodging must Clearly Identified on the Business Trip Form. SIRC will not prepay any personal expenses with the intention of being "repaid" later, nor Will any personal expenses be reimbursed.

- Business Requests' approvals will consider the trip type and duration inclusive of travel duration as illustrated in the below table.

Type of Business Trip	Job Grade	Trip Duration	First Approval	Second Approval	Final Approval
Internal Trips					
Domestic Trip	40 To 59	10 working Days or less	Line Manager	Head of Department	Director of HR
Domestic Trip	40 To 59	More than 10 working Days up to 22 working Days Max	Line Manager	Head of Department	EVP of HR&SS
Domestic Trip	60 To 62	10 working Days or less	N/A	N/A	N/A
Domestic Trip	60 To 62	More than 10 working Days up to 22 working Days Max)	N/A	N/A	CEO
International Trips					
International Trip	40 To 59	7 Working Days or less	Line Manager	Head of Department	Director of HR
International Trip	40 To 59	More than 7 working Days up to 22 working Days Max	Line Manager	Head of Department	EVP of HR&SS
International Trip	60 To 62	22 Working Days Max	N/A	N/A	CEO

Additional traveling time allowance for each business/training trip are made in accordance with the destination as detailed in the table below:

Destinations	Travel Time Allowance
Arab Gulf Countries, Jordan, Syria, Lebanon, Egypt, Sudan, Iraq, Yemen	One Day
European Countries, Other Asian Countries, North and central Africa Countries	Two Days
Two Americas, Australia, New Zealand, Hong Kong, and South Africa	Three Days

2. Per Diems allowances

1. SIRC assists all employees for business related travel and compensates them for reasonable and legitimate expenses Incurred while traveling expenses include through per diems that cover accommodation, transportation and living expenses
2. A minimum distance of 120 km (one way) is required to qualify for the per diem allowance.

3. SIRC provides a diem and accommodation allowance its employees during their approved business trips as per the below tables:

Out of Kingdome Accommodation Allowance (Per Night)			
Country	Allowance as per grades		
	40 To 54	55 To 58	59 To 62
UAE	750	850	950
Jordan	750	850	950
Spain	1050	1150	1250
Australia	1150	1250	1350
Germany	1000	1100	1200
USA	1250	1350	1450
Indonesia	700	800	900
Italy	1250	1350	1450
Bahrain	850	950	1050
UK	1500	1600	1700
Belgium	1050	1150	1250
Thailand	700	800	900
Turkey	1100	1200	1300
Czech Republic	650	750	850
South Africa	900	1000	1100
Singapore	1250	1350	1450
Syria	1150	1250	1350
Switzerland	1550	1650	1750
China	1500	1600	1700
Oman	950	1050	1150
France	1400	1500	1600
Philippine	800	900	1000
Cyprus	750	850	950
Qatar	950	1050	1150
Canada	650	750	850
South Korea	800	900	1000
Kuwait	1000	1100	1200
Lebanon	850	950	1050
Egypt	700	800	900
Morocco	950	1050	1150
Malaysia	750	850	950
New Zealand	700	800	900
Austria	1100	1200	1300
India	950	1050	1150
Netherlands	1000	1100	1200
Japan	1800	1900	2000
Greece	950	1050	1150
In Kingdome Accommodation Allowance (Per Night)			
Saudi Arabia	600	1000	1500

Per Diem (Daily Expenses)		
Job Grade	International Per Diem (Per Day)	Local Per Diem (Per Day)
59 To 62	750	500
55 To 58	650	400
40 To 54	500	300

4. The Offered per diem is intended mainly to cover all related business/training trip expenses during the trip. such as the following:
 - Laundry,
 - Food
 - Transportation
 - Other.
5. SIRC cover the air ticket Costs Of business trips as per the below eligibility criteria for air ticket classes:

#	Grade	Air Ticket Classes
1	55 To 62	Business
2	40 To 54	Economy

6. In the event of the unavailability of air tickets to the trip's destination. The employee then shall use Other means of transportation to reach the business trip's destination. SIRC will then compensate the employee for the expenses of the additional transportation costs upon submission Of supporting documents
7. In the event of the unavailability of the business class air ticket then a downgrade to the lower-class air ticket will occur.
8. In the event of the unavailability of the economy class air ticket then an upgrade to the upper-class air ticket Will occur.
9. In case of exceptional incurred expenses during business top. the PR Department and the Concerned Department shall validate whether the employee shall be reimbursed for the additional costs paid by him.
10. In case the employee has used his own car for business travel. or the air ticket has been booked by the employee. then the employee shall be reimbursed with the lowest price of an equivalent route air ticket. If an equivalent route air ticket is not applicable or unavailable then please refer to article 4.2.2.12

11. If article 42.211 is not applicable, then the reimbursement for the use of the employee's own car will be made at 0.6 SAR/km for each KM in excess of 50 KM.

3. Bookings for business trips

1. The responsibilities for making travelling bookings are as follows:
 - The relevant business unit provides the business approval.
 - HR Operations review and confirm the request is in line with the Policy and request administration to make the bookings.
 - Administration does the actual bookings as requested by HR Operations.
2. Administration should appoint a suitable travel agent (admin) to serve as the official travel agent of SIRC.
3. The request for bookings may be done through a call or on email and should contain all the relevant information. The request should be supported by the approval for the business trip,
4. Bookings for business trips Should take place through the approved travel agent of SRC If not possible due to circumstances the employee must make bookings in line With the policy and ensure reasonable costs.
5. Travelling insurances will be covered through the travel agency's bookings. The employee is responsible for insurances when bookings are not made through the travel agent.

4. Cancellation or change of bookings

1. If a business trip is cancelled. or changes are required the employee must notify HR Operations as soon as possible. HR operations will review and make the necessary arrangements with Administration to make the changes and if applicable recovering of cost where possible.
2. In the event of not showing or using the air ticket booked by the company, then the employee is requested to provide a valid justification, if a valid justification was not provided then the cost of the air ticket may be deducted from the employees upcoming monthly salary.
3. If the employee raised a request to adjust the flight air ticket timing/date, and the reason was not business related, then the cost resulted from the change

request may be deducted from the employee's upcoming monthly salary, if the change request is business related then refer to article 4.24,4.

4. If the business need required a change or cancel request, ex. (Meeting reschedule etc). Then the cost will be covered by the company, as well as proof of a valid reason must be submitted and approved by the line manager of the employee.

5. Advance per diem allowance payments for travel

1. Employees may apply for an advance payment of the per diem and accommodation allowance amount prior to travelling. The request for the advance payment should be submitted 3 business days before the travelling date for domestic trips and 2 weeks for international trips.
2. Should the business trip be cancelled or shortened the employee will be responsible to refund the excess amount of per diem.

6. Claiming of actual expenditure

1. In cases where an employee has incurred actual expenditure that is not covered by the per diem a claim for reimbursement may be submitted.
2. All claims must be properly supported with evidence of the expenditure and the expenditure should also be approved by the employee's direct manager
3. HR Operations must review the expenditure claim for eligibility and alignment with the policy.
4. Expenditure Incurred must be claimed within 3 months from the invoice date Otherwise. the employee's right to claim it was lost.