

# Travel

## Executive Summary

This document outlines Conrad Labs' Official Travel policy and is designed to establish guidelines for employees traveling on business, ensuring cost control, safety, and compliance. It defines approval procedures, booking processes, and expense reporting, fostering consistency and fairness.

This document is governed by the framework outlined in [Appendix A](#).

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## Official Travel Policy

In our commitment to supporting your official journeys, we're pleased to introduce the Travel Expense Reimbursement Policy. This comprehensive policy has been crafted to ensure a seamless and efficient process for managing your official traveling expenses.

### Definition of Official Travel

Official travel refers to journeys or trips that employees are required to undertake on behalf of the Company to fulfill specific business needs. This includes travel necessary for the fulfillment of job responsibilities, representation of the organization, attendance at approved conferences or events, client visits, training, and any other activities directly aligned with professional duties. Only travel falling within the scope defined above will be eligible for reimbursement in accordance with the provisions outlined in this travel policy. In situations where an employee opts to relocate from the city of initial employment to another locality, the company will not assume the costs associated with the employee's travel to the office in the city of initial hiring.

### Eligibility

Employees embarking on authorized business trips are entitled to reimbursement for their travel expenses. Please remember to secure the required approval from your Team Lead using the Travel Request Form (link provided) before proceeding with your travel plans.

 [Travel Request Form](#)

## Authorized Expenses

Let's delve into the expenses that fall within our coverage to facilitate your business travels:

### Traveling

**Air Travel:** For destinations exceeding a distance of 500 km one way or those where road travel is deemed impractical, air travel is a viable option. This applies to both domestic and international travel. Select flights that are not only cost-effective but also adhere to safety standards, opting for economy class in all instances. Flight arrangements should preferably be coordinated through the Administration for your convenience.

**Road Travel:** Trips within a 500 km range are best suited for road travel. Toll Tax expenses will be reimbursed upon presentation of original receipts. Commuting from home to the office (round trip) is covered, as per the [Reimbursement Claim Table](#); however, detours or additional stops that increase the distance will not be considered.

**Other Modes:** Should you choose to utilize alternative modes of transportation, such as buses (e.g., Deawoo) or AC Sleeper trains, the actual incurred costs will be reimbursed. Kindly attach the relevant tickets to your reimbursement claim. It's worth noting that train travel is not the recommended mode according to Company policy.

### Accommodation

In the event that your trip necessitates an overnight stay, the responsibility of booking hotel accommodations rests with the Company Rep/Administration Department (subject to location). However, personal expenses such as minibar usage and room service are not eligible for reimbursement.

### Daily Allowance

To address your daily expenses during official travel, we provide a daily allowance, also referred to as per diem. This allowance encompasses the below mentioned and does not require receipts.

- a) **Meals:** Your daily allowance covers expenses for breakfast, lunch, and dinner during the entirety of your travel.
- b) **Incidental Expenses:** Minor expenses like tips and necessary small purchases are well within the scope of the allowance.
- c) **Miscellaneous Expenses:** We also acknowledge and cover unforeseen daily living expenses that might arise during your travel, such as personal hygiene items and this is also covered in the ambit of your daily allowance.

- d) **Intracity Travel:** All intracity travel (i.e. within the city you have traveled to) which includes the cost of your Uber or Careem rides from the bus or train station to the office (and back, of course) or from the hotel to office etc. or the travel using your personal vehicle will be covered by your daily allowance.

### Claim Submission

For a prompt processing of your reimbursement, we request that you submit your claims through Simplistic at your earliest convenience. Rest assured, your reimbursements will be efficiently processed and will coincide with your subsequent salary disbursement.

Please attach receipts of all claims (except Daily Allowance and Fuel) when processing your travel claims in Simplistic. You are also requested to attach the approved Travel Request form along with the post travel portion duly filled out. Please note that all travel claims will be processed if it is the approved travel request form.

 Travel Request Form

### Non-Reimbursable Expenses

It's important to clarify that expenses of a personal nature, including non-essential upgrades, personal shopping, and expenses incurred by family members, are not eligible for reimbursement under this policy.

### Reimbursement Claim Table

Travel Entitlements (Across the Board)		
Travel by Air	Economy Class	To be booked by Company
Travel By Road	Own Car	PKR25/KM
Travel By Bus	Deawoo - Executive	At Actual
Travel by Train (Not recommended)	AC- Sleeper	At Actual
Hotel Stay	Per the room booked	To be booked by Company
Daily Allowance	With-in the country	PKR7000/- Day
Daily Allowance	International Travel - USA	USD75/- Day (Or Equivalent)
Daily Allowance	International Travel - KSA	USD50/- Day (Or Equivalent)