

Business Trip Overseas Travel Policy

Overseas Business Travel Policy

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1. Purpose

This policy aims to:

- Provide guidelines and establishes procedures for all employees at Elsewedy Electric Group incurring business travel and hospitality expenses. All employees are required to comply with these guidelines to receive reimbursement for any expense claims related to travel and hospitality.
- Ensure all business travelers and employees have a clear and consistent understanding of policies and procedures for business travel and hospitality.
- Provide guidance regarding what expense types are, and are not, allowed while traveling or providing hospitality.
- Provide business travelers and employees with a reasonable level of service, comfort and security at the optimum cost.
- Maximize the ability to negotiate discounted rates with suppliers and reduce travel and related expenses, including the utilization of:
 1. The Corporate Credit Card Program.
 2. The Contracted Airlines (Corporate deals).
 3. The Contracted Hotels (Corporate deals).
 4. The Contracted Ground Transportation Suppliers.
- Ensure that all authorized expenditures meet and comply with all requirements for tax and expense treatment.
- This policy is a minimum standard; where local legislations define higher standards; the Group shall comply with them.

2. Applicability

This policy applies to the Group and all operating companies and subsidiaries directly or indirectly managed by Elsewedy Electric.

- ☒ Factories
- ☒ Offices
- ☒ Engineering, Procurement & Construction Projects
- ☒ Infrastructure Investments

Geographical Locations:

Africa, America, Asia, Egypt, Europe, GCC, Oceania.

3. Definitions

Number of days	Type
1 day – 30 Calendar Days	Business Trip
> than 30 Calendar Days – up to 6 months	Mission
More than 6 months – up to 3 years	Expatriation Term
More than 3 years	Localization Term "Full Transfer"

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- **BU Head:** the GM or the MD of a BU or the CEO of a business sector.
- **Frequent travelers:** Employees usually traveling more than 6 business trips per Year.
- **Standard Room:** Basic Room with the main requirements and fundamentals without extra options or any add-ons.

4. Roles & Responsibilities

The following personnel have roles and responsibilities regarding the implementation of this policy as described in detail in the Principles and Procedures section:

- **Traveler:** to submit the travel request through the Corporate Travel System ([EBP](#))
- **Line Manager:** to approve the travel request.
- **Corporate Travel Department:** to issue the visit visa, book the flight tickets and hotel relevant to the traveler work level with the best prices available (refer to the attached table of benefits)
- **BU Finance Head:** to approve on the trip budget and hand the per-diem (refer to the attached table of benefits).

5. Policy Principles & Procedures

5.1. General Principles

- Except for business mandates, collective travel for BU Heads team should be avoided, no more than half of any BU Heads team is allowed to travel on the same flight.
- No more than half of any department should travel together, and managers should keep in mind succession plans when several employees are traveling together.
- A team trip should not exceed 3 people from the same department. More than 3 people travelling together requires the BU Head approval.
- Department Head is responsible for the staff awareness on the implementation of this policy.
- Misrepresenting expenses is considered as a gross misconduct and is grounds for disciplinary action.
- BU Finance Department is authorized to request visibility on all reports related to the trip expenses for controlling purposes.

5.2. Business Trips Procedures

5.2.1. Company Responsibilities & Obligations

5.2.1.1. Business Travel Arrangements (Accommodation & Airline Tickets)

- The Corporate Travel department is responsible for issuing visas and reserving travel and hotel accommodation for all employees.

- Fees due to changing reservations will be paid by the company after BU Head approval and if the change was according to emergency business needs. Fees paid for any other reason will be borne by the employee.

5.2.1.2. Travel Expenses

- Per-diem for all Regions will be paid in US Dollars except for Europe, they will be paid in Euros to the equivalent to USD according to the benefits table attached.
- In case of business trips to attend a training program, the traveler is not entitled for daily per-diem and can claim any training related expenses using the (claim form attached).
- Corporate credit cards with limits of 5,000 to 10,000 USD (to be decided by the BU Finance Head) should be issued to frequent travelers (starting from D3 work level / Directors and above) to avoid advance payments.
- The frequent travelers corporate credit card should be used to cover meals, transportation, and corporate hospitality (please refer to hospitality section) and is also used in case the employee lost his belongings & cash or if an unplanned extension to the trip took place.
- The frequent travelers corporate credit card **should not be used for hotel or travel ticket reservations.**
- Upon termination of employment for any reason, it is the responsibility of the Line Manager, BU Finance Head and BU HRBP to ensure the following is conducted prior to the employee's exit:
 1. Retrieve the corporate card from the employee. Review the card cancellation procedures in the Country addendum and have the card cancelled.
 2. Ensure the employee has submitted all expense claims incurred prior to termination.
 3. Ensure the corporate card account has been reconciled and all required documentation, including a copy of the final statement is submitted in support of any outstanding balance.
 4. Obtain payment from the employee for any amount owed to the Company for non-reimbursable expenses charged to the corporate card, or an approved signed authorization to deduct the same from final pay.
- The company will reimburse the employees for personal property loss necessary for business travel due to fire or natural disaster while traveling or because of the negligence of a common carrier where loss is not covered by the carrier.
- The company will arrange for a proper immunization/vaccination at no cost to the employee when required.

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- Expenses not supported by the company:
 1. Entertainment expenses.
 2. Personal calls.
 3. Laundry expenses.
 4. Employee personal luggage that exceeds the allowed weight.

5.2.2. Employee Responsibilities & Obligations

5.2.2.1. Business Communication Tools

- Alternatives to travel such as audio, video or web conference calls should be the first choice considered instead of traveling if:
 1. The business location of the collaborating parties of your meeting, presentation or project has teleconferencing capabilities.
 2. The event is an internal Company meeting or training session.
 3. Teleconferencing is an acceptable alternative with no negative impact on the traveler's business goals.

5.2.2.2. Business Travel Purpose

- During the business trip, if the traveler requests an extension for business reasons; the approval of the BU Head is required except for Group Leadership Team members.
- The traveler must submit a written justification for extending the trip to the Line Manager and BU Head.

5.2.2.3. Travel Business Traveler Responsibilities

- The company will pay for a full day per diem on the day of departure and the day of arrival; in case the trip starts (flight take-off) at any time before 12:00 noon.
- The company will pay for a half day per diem on the day of departure and the day of arrival; in case the trip starts (flight take-off) at any time after 12:00 noon.
- Any employee entitled for overseas business assignment is responsible for filling out a travel request clarifying the assignment date and purpose approved by Line Manager using Elsewedy Travel Management System.
- Employee must notify the Finance department by at least 5 working days before the travel date to cater for the per-diem and/or advance payment and if a short notice is unavoidable, the BU Finance Head approval should also be acquired.

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5.2.2.4. Business Travel Arrangements (Accommodation & Airline Tickets)

- The Traveler should submit his travel request not less than 21 calendar days prior to the date of travel to the Corporate Travel Department for issuing the airline ticket and book accommodation / hotel.
- The Traveler should comply to the visa guidelines available on the Corporate Travel System (EBP) and submit all the required documents on time in full to be able to issue the travel visa.
- For conference rooms or meeting rooms booking for more than 50 people, the traveler should submit his request to the Corporate Travel Department 3 months in advance to guarantee availability and best price.
- Shorter notice requires the BU Head or the BU Finance Head approval.
- Corporate Travel Team shall plan and schedule the business travels enough time prior to the trip, to get the advantage of the most economical rates. When late notification occurs, the Corporate Travel Team shall try to get the best prices possible.
- The cancellation or any changes shall be made immediately or at least 48 hours before the flight date to minimize any extra fees.
- Arrival to the airport must be at least 2 hours before the flight time and any no-show fees imposed because of the employee's late arrival will bear by the employee.
- Travelling with family member is allowed if it has no impact on the business schedule nor added costs on the company. Separate billing is a must.
- In case that the company does not provide accommodation, the company will make an advance payment to the employee according to his work level (refer the table of benefits attached) to help the traveler covering the accommodation expenses.
- Corporate Travel team should book the hotels as per the table of benefits for all travelers unless 5-star hotels are recommended for safety and security reasons in specific regions that are identified in advance by the Corporate Security Department.
- Standard room is the normal accommodation for all employees at all work levels unless upgrades are complimentary by the hotel and with the same rates.
- Airline booking for all employees is according to the (Table of Benefits attached).
- Any trip with flight or flights cost that exceed the amount of USD 2,000 requires the BU Head approval.
- Any upgrade in the hotel and/or the flight class requires the BU Head approval.

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- Group Leadership Team members are entitled for business class flights.
- Senior Management (at D1 Grade) are entitled for business class flights only for flights exceeding 4 hours duration. Short flights (4 hours and less) will be booked on economy class for them.
- Travelers suffering from chronic back pain syndrome are entitled for business class flights for flights with duration above 3 hours regardless of their work levels. Such cases should be approved by the Group Medical Director.

5.2.2.5. Transportation

Business Need Transportation:

- Transportation includes Taxi, metro, underground, train, and bus.
- It is recommended to use the most convenient, safe but as well economic way of transportation available.
- Transportation from home at the home country to the airport; and back from the airport at the home country to the home actual expenses are covered by the home company (traveler is required to present the invoices to the BU Finance Department by maximum one week from the return date, for settlement purposes).
- The hosting company will provide and cover the transportation from/to the airport and from/to the work location.
- If not, the actual transportation expenses are covered by the home company with a maximum limit of 50 USD / day (traveler is required to present the invoices to the BU Finance Department by maximum one week from the return date, for settlement purposes).
- Transportation by taxis should not be taken for journeys within walking distance (15 mins walking / 2 kilometers).
- In the countries where we have legal entities, a coordination must be done through the traveler main department to provide transportation for the employee to and from the office, factory, or site.
- Transportation by taxis can be used.
- Transportation by Rail is considered as an alternative during any domestic travel & standard class will be the option for less than 2 hours travel. (If possible, tickets should be ordered in advance according to business plan).

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Personal Transportation:

- Transportation expenses paid for personal reasons will not be covered by the company. The traveler may use his/her per-diem to cover these expenses.
- The employee is responsible for submitting the actual expenses supported by original relevant documents (along with a copy of the passport and airline tickets for the Overseas Trips) to the Finance department by maximum one week from the return date, for settlement purposes.

5.2.2.6. Business International Calls Allowance

- For **business trips** only: an amount of **25 USD** or its equivalent in local currency is provided to the traveler to purchase a bundle of international / roaming calls and internet connection from his home country telecom provider or the hosting country telecom provider.
- This is subject that the business trip exceeds 2 nights. For 2 nights or less, the traveler should use his business line / mobile allowance for calls and internet connection.
- Employees who have international and roaming bundles covered by the business, are not eligible for the above-mentioned allowance.

5.2.2.7. Hospitality

- Hospitality will be reimbursed only if the below is provided: (claim form attached)
 1. Name of attendees & the organization they represent.
 2. The purpose of the hospitality and business reason.
 3. Location where expenses were incurred.
 4. Direct Manager Approval.
 5. Itemized receipt has been submitted to BU Finance Department.

5.3. Mission Procedures

Refer to the [Mobility policy](#)

5.4. Expatriation Term Procedures

Refer to the [Mobility policy](#).

5.5. Localization Term Procedures

Refer to the [Mobility policy](#).

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6. Policy Compliance

Elsewedy Electric Shall conduct regular audits in all its facilities and structures to monitor compliance with this policy. The Group could also perform internal surveys or initiatives to encourage the employees to always report violations of its policies. All concerns related to the policy shall be freely raised and appropriately handled and followed up by the Group.

All Elsewedy Electric staff members are expected to report any case of non-compliance with the policy. The employees should be aware that they have a moral and ethical duty to report such instances and should not fear retaliation. The Group recognizes the importance of confidentiality and will grant anonymity to the complainants who wish so, given that such information does not impede the investigation or resolution of the dispute. There should be no limitation to the filing of complaints, in terms of accessibility to all employees and quantity. The Group will make sure that the employees know where and to whom they can refer for denounces or complaints. Elsewedy Electric ensures that appropriate measures and penalties will be applied in case of non-compliance with this policy.

7. Discipline & Remediation

Violations of this policy shall lead to disciplinary action up to, and including, termination of employment/ partnership. All disciplinary actions shall be undertaken in accordance with the Group's sanctions list and with all applicable local laws and other legal requirements.

The remediation shall be undertaken on a case-by-case basis and in accordance with all applicable local laws and other legal requirements.

8. Policy Review

This policy shall be reviewed annually and/or when deemed necessary.

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9. Table of benefits

Bands		Grades		Professional Level Titles	Class of Flight	Daily Travel Allowance	Accommodation Grade	
CEO				Group CEO		Actual Expenses	5 Stars - full board	
Leadership		L1		Group Vice President	Business Class for all Flights	\$120	4-5 Stars B&B	
		L2		Sector CEO Group C Level A	Business Class for all Flights	\$120	4-5 Stars B&B	
		L3		Managing Director Group C Level B	Business Class for all Flights	\$120	4-5 Stars B&B	
Senior Management		D1		General Manager Group Director Sector Director	Business Class for Flights > 4 hours	\$100	4-5 Stars B&B	
		D2		Director A	Economy Class	\$100	4-5 Stars B&B	
		D3		Director B	Economy Class	\$100	4-5 Stars B&B	
Management		M1		Senior Manager	Economy Class	\$90	3-4 Stars B&B	
		M2		Manager A	Economy Class	\$90	3-4 Stars B&B	
		M3		Manager B	Economy Class	\$90	3-4 Stars B&B	
Senior Professionals		S1		A1	Section Head	Economy Class	\$70	3-4 Stars B&B
		S2			Team Lead	Economy Class	\$70	3-4 Stars B&B
Professionals		P1		A2	Senior Engineer Senior Specialist	Economy Class	\$70	3-4 Stars B&B
		P2			Engineer Specialist	Economy Class	\$70	3-4 Stars B&B
		P3		A3	Junior Engineer GDP Specialist Coordinator	Economy Class	\$70	3-4 Stars B&B
Technicians & Workers		T1			A4	Supervisor Foreman	Economy Class	\$50
		T2		Senior Technician Driver G1		Economy Class	\$50	3-4 Stars B&B
		T3		Technician Driver G2				
				T4		Assistant Technician	Economy Class	\$50

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Hotels booking limits:

Level	Europe	ME, GCC & Africa	USA	Latin America
Leadership	to 450 EUR/GBP	up to 400 \$	up to 400 \$	up to 200 \$
Senior Management	up to 300 EUR/GBP	up to 200 \$	up to 250 \$	up to 150 \$
Management and Professionals	up to 200 EUR/GBP	up to 180 \$	up to 200 \$	up to 100 \$

10. Policy Related Documents

Document Name	Code
Expenses Report	
Overseas table of benefits	

11. Version Control

Title of Document	Business Trip - Overseas Policy
Version no.	3
Confidentiality status	To circulate to all employees
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