

Travel and Reimbursement Policy

1. Purpose

This policy governs business travel and associated reimbursements.

2. Travel Booking

All travel must be pre-approved by the reporting manager and booked through the company travel desk.

3. Travel Classes

Eligibility: Executives - Economy, Managers - Premium Economy, Directors - Business Class.

4. Reimbursement Process

All expenses must be submitted within 7 days post-travel with original receipts attached.

5. Per Diem & Allowances

Per diem rates vary by city. Employees must refer to the annexure for current rates.