

Employee Handbook - Travel

When traveling on business outside the city of employment, the Company will pay its employees the per diem shown below.

Travel Outside of Lahore

- For Domestic travel the per diem would be **PKR 5,000**
- For International travel the per diem would be **USD 50** or equivalent

Travel to Lahore

- For Domestic Travel the per diem would be **PKR 3,000**

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- All travel related expenses to and from Lahore should be pre-approved by the respective team lead
- Admin/HR can assist with travel and lodging arrangements, if informed in advance

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