



MASCO GROUP

(Composite Knit Garments)

Head Office: Syed Grand Centre, Level-13 & 15, Plot # 89, Sector - 07, Uttara, Dhaka-1230

Factory: 221-223, Khartail, Sataish Road, Gazipur, Tongi, Gazipur

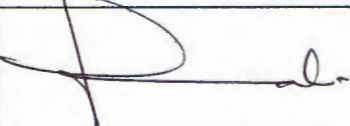
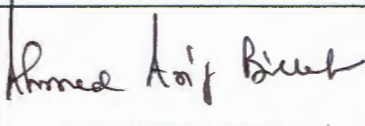
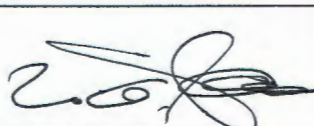
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Protocol - Overseas Business Tour

1. Expenses (Air Ticket, Boarding, Meals & Refreshments, Conveyance, and Pocket Allowance) during an overseas business trip shall be maintained as per the entitlements as illustrated in the table below:

Country/Region	Types of Expenses (Per Day In USD)				
	Hotel Rent	Air Ticket	Meal	Conveyance	Pocket Allowance
SAARC Country	At Actual	At Actual	At Actual	At Actual	100.00
Honk Kong, Japan, Korea, Singapore, Thailand	At Actual	At Actual	At Actual	At Actual	100.00
Middle East, Thailand, China, Malaysia, Indonesia	At Actual	At Actual	At Actual	At Actual	100.00
Any country of Europe or USA	At Actual	At Actual	At Actual	At Actual	100.00

2. Considerations:
 - a. Amount for the expenses shall be disbursed through IOU slip.
 - b. Requisition shall be submitted before HO Accounts Department preferably before 2 working days.
 - c. Requisition must be approved by Managing Director or Executive Director.
 - d. In case of early return, remaining fund must get returned to HO Accounts Department preferably within three days of reporting back to office.
 - e. In case of any over-stay during business tour, expenses for such day or days shall be reimbursed as per this protocol.
 - f. Director and above may be entitled to air ticket of Business Class. Others (below Director) shall be entitled to air ticket of Economy Class.
 - g. In case of any official entertainment in any overseas country, actual expenses shall be reimbursed by the company. Supporting papers in favour of the said expenses must be deposited to the concerned department.
 - h. If any part of the expenses mentioned in this protocol are borne by the overseas host or hosts, remaining part or parts of the protocol shall come into consideration during any of such business tours.
3. This protocol shall come into effect from the date of its approval.

Recommended By	Approved By	
 Executive Director	 Managing Director	 Chairman