



# MASCO GROUP

(Composite Knit Garments)

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## Protocol - Domestic Business Tour

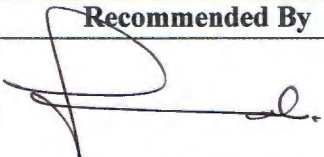

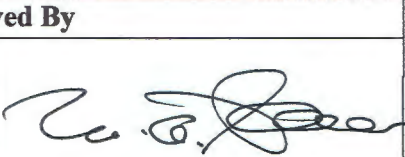
1. Expenses during any domestic business trip/visit to other cities shall be maintained as per the entitlements as illustrated in the table below:

Designation	Transport	Boarding (Tk./Day)	Meals & Refreshments (Tk./Day)
GM	By Air : Economy	At Actual	At Actual
DGM	By Rail : AC Cabin		
AGM	By Bus : AC		
Sr. Manager	By Air : Subject to approval	3000.00	800.00
Manager	By Rail : AC Chair		
Dy Manager	By Bus : AC		
Asst. Manager			
In-charge/Officer To Sr. Executive	By Air : Subject to approval By Rail : Normal By Bus : Normal	1500.00	700.00
Supervisor/Below Supervisor	By Bus : Normal By Rail : Normal	1000.00	600.00
Others (if applicable)	By Bus : Normal By Rail : Normal	1000.00	600.00

2. Considerations:

- Amount for the expenses shall be disbursed through IOU slip.
- Requisition shall be submitted before HO Accounts Department preferably before 2 working days.
- Requisition must be approved by Managing Director or Executive Director.
- In case of early return, remaining fund must get returned to HO Accounts Department preferably within three days of reporting back to office.
- In case of any over-stay during business tour, expenses for such day or days shall be reimbursed as per this protocol.
- In case of any official entertainment (Asst. Manager and above), actual expenses shall be reimbursed by the company. Supporting papers in favour of the said expenses must be deposited to the concerned department(s).
- If any part of the expenses mentioned in this protocol are borne by any host or hosts, remaining part or parts of the protocol shall come into consideration during any of such business tours.
- Any official expenses not mentioned in the protocol, i.e. local conveyance, porter expenses, any fees at airport, laundry expenses, official calls, etc. may be reimbursed by the company at actual. Supporting papers, as needed, must be deposited to the concerned department(s).

3. This protocol shall come into effect from the date of its approval.

Recommended By	Approved By	
 Executive Director	 Managing Director	 Chairman