

Travel and expense policy (summary)

Allowed expenses

- Reasonable travel (economy airfare), lodging, meals, and ground transport for company business.
- Pre-approval required for trips estimated above SGD 1,500 (manager approval).

Submission & receipts

- Expense reports require itemized receipts; submit within 30 days.
- Use the company expense system and tag expenses to projects or customers.

Per-diems & limits

- Meal limits vary by city tier; alcohol reimbursed within meal limits with manager discretion.
- No reimbursement for premium-class travel or luxury hotels without director approval.

Reimbursements & auditing

- Finance conducts monthly audits of expense reports; fraudulent claims subject to disciplinary action.
- Corporate card reconciliation expected weekly.