

	Domestic Relocation Allowance Policy		
Document No.: WS-QMS-PO-015	Effective Date: November 23, 2017	Version: 1.00	Page 1 of 3

WeServ Systems International Inc. Domestic Relocation Allowance Policy WS-QMS-PO-015

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Objective

- Provide a standard approach to relocation and travel allowances and expenses for PH GDC employees within the PH.
- Cover scope for both short-term and long-term assignment.
- Supplement current travel and mobility policies in place.

Intended Readers

All existing employees of WeServ Systems International, Inc.

Section 1

DOMESTIC RELOCATION ALLOWANCE POLICY

No.	Policy Statement																																																								
1	OVERALL POLICY WeServ provide relocation and travel allowances and expenses to existing employees based on the type of relocation and period of time.																																																								
2	TYPE OF RELOCATION : <div><div>a. Short Term Relocation – Employee is assigned to a new site for a minimum period of <1month (30 days).</div><div>b. Medium Term Relocation – Employee is assigned to a new site for minimum period of >1 month but <3 months (31-90 days)</div><div>c. Long Term Relocation – Employee is assigned to a new site for a minimum period of >3 months (91 days and above)</div></div> ALLOWANCE: <div><div>a. Per Diem – allowance which will apply only when travelling outside of <u>home office</u></div><div>E.g. (Manila employee to Cebu office, vice versa)</div></div> Note: Home Office – refers to office location where employee is contractually assigned to.																																																								
3	COVERAGE MATRIX: <table><tr><th>Coverage</th><th colspan="2">Short Term</th><th colspan="2">Medium Term</th><th colspan="2">Long Term</th></tr><tr><th></th><th>Company</th><th>Employee</th><th>Company</th><th>Employee</th><th>Company</th><th>Employee</th></tr><tr><td>Accommodation</td><td>x</td><td></td><td></td><td>X</td><td>1st two weeks</td><td>After two weeks, employee's cost</td></tr><tr><td>Round trip flights</td><td>x</td><td></td><td>X</td><td></td><td>X</td><td></td></tr><tr><td>Per Diem</td><td>As per location table</td><td></td><td>As per location</td><td></td><td>P1,200 per day</td><td></td></tr><tr><td>Food and Meals</td><td></td><td>x</td><td></td><td>X</td><td></td><td>x</td></tr><tr><td>Daily transportation expense</td><td>X - actuals</td><td></td><td>X - actuals</td><td></td><td></td><td>x</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Coverage	Short Term		Medium Term		Long Term			Company	Employee	Company	Employee	Company	Employee	Accommodation	x			X	1 st two weeks	After two weeks, employee's cost	Round trip flights	x		X		X		Per Diem	As per location table		As per location		P1,200 per day		Food and Meals		x		X		x	Daily transportation expense	X - actuals		X - actuals			x							
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Document No.: WS-QMS-PO-015	Effective Date: November 23, 2017	Version: 1.00	Page 3 of 3
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PER DIEM LOCATION MATRIX

Location of Travel	Short Term	Medium	Long
Metro Manila	Php500.00	Php1,200.00	Php1,200.00
Outside Metro Manila	Php350.00	Php1,200.00	Php1,200.00

Version No.	Issue Date	Modified By	Description of Changes	Approved By	Change Ref. No.
0.01	11/16/2017	I. Pablo	Initial Draft		WS-ND112017-01
1.00	11/22/2017		Official Release	A. Gregorio S. Carino	