

# THE GUIDE FOR EMPLOYEES TRAVELING REQUESTS

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## INTRODUCTION

Travel module will facilitate and regulate employees business trips while controlling costs and maintaining high and quality of service for travelers.

## BUSINESS TRIPS TYPES

Three main types of business travel requests HR department will deal with,

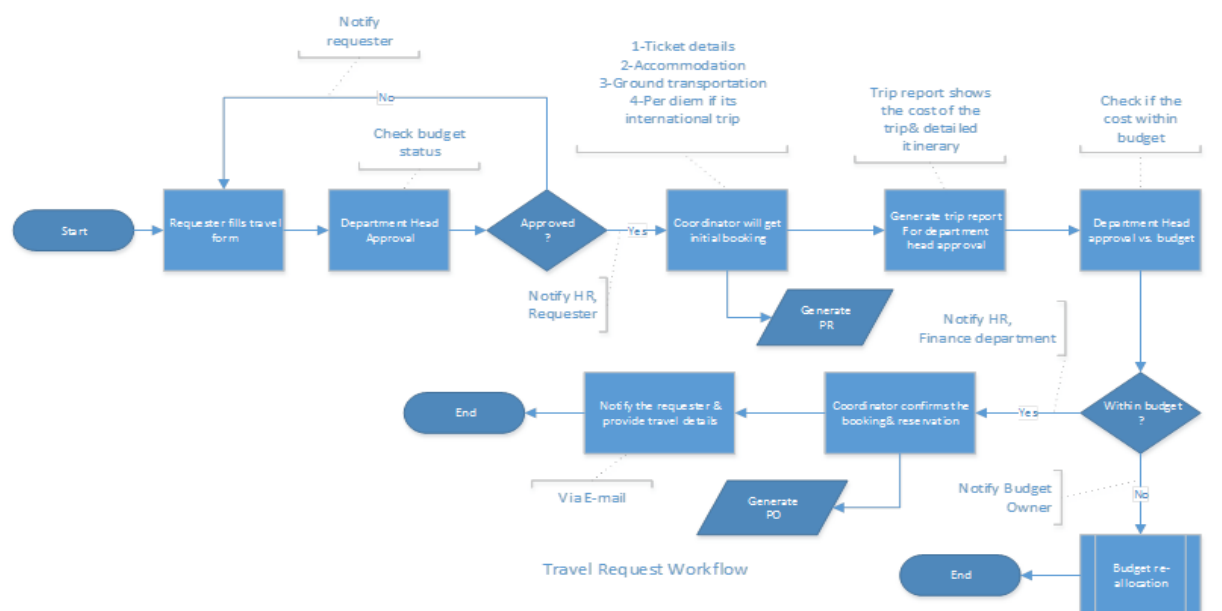
- Employee (individual) Business Trip
- Employee Business Trip with Companion
  - If the traveler travelled with friends or family, the presence of the companion should not affect the traveler's performance or interfere with achieving the purpose of the business trip.
  - The additional costs on the business trip, associated with the company will be covered by the traveler either by cash or by deducting from his next month salary.
- Third Party (for work)
  - If the traveler is travelling with a third party for business reasons, the company will cover the third party's trip expenses, and the travel coordinator will fill the travel form for the third party.
- Employee Business Trip with period extension
  - Personal
    - Personal vacations may be combined with business travel as part of the annual vacation, provided that any additional cost will be covered by the traveler, either cash or by deducting from his (next month salary)\*, and with approval from the traveler's direct manager.
    - The traveler may arrange with the travel coordinator to facilitate all parts of his trip.
  - Business
    - After the traveler gets the approval to extend his/her trip for business reason, the traveler will coordinate with the travel coordinator and additional expenses will be covered by the company.

## BUSINESS TRIP REQUEST

When a traveler requests a business trip, he/she must make sure to inform about the trip,

- 3 working days prior to the departure date for domestic travel.
- 10 working days prior to the departure date for international travel – without visa.
- 21 working days prior to the departure date for international travel – with visa.
- For urgent travel, the traveler must notify the HR travel coordinator as soon as possible, so that all arrangements are made.
- The traveler's direct manager should consider the time required to process the visa for different countries when making their request.

## BUSINESS TRIP PROCEDURE



The following procedure must be followed when requesting a business trip,

- The travel form (Annex 1) is used by all employees domestic and international flights except the CEO and managing directors' domestic trips, they will only use this form if they are travelling internationally.
- The Department Head will receive and consider the employee's request in accordance to the following,
  - The reason of business trip
  - The department business trip budget
- If the business trip within the set business trips budget for the department, the travel coordinator will take the necessary actions for the business trip,
  - Initial ticket reservation
  - Initial hotel reservation
- If employee wants the coordinator to arrange the travel booking for personal trip, employee have to send an e-mail with all the information to the coordinator including the payment plan whether paying cash or loan.

## BUSINESS TRIP PER DIEM & CLAIMS

Per Diem is an amount that is given to the traveler to cover his essential expenses during the business trip, in case and for a reason, the traveler had to pay more than the given amount for business reasons, the traveler can fill a claim, support it with original bills and ask for the extra money he/ she paid during the trip after returning.

PER DIEM

- Per Diem is paid for travelers in some trips that are specified by the HR department and are set depending on policy, such as international trips. The Per Diem amount is changeable

depending on many factors such as, the destination, trip period, traveler position in the company...etc.

- The traveler will take the per diem before the business trip; the per-diem will be considered temporary cash imprest.
- When per diem is issued, HR & CFO will be notified.
- Traveler should submit the business claim form with all original receipts and bills for extra expenses to be reimbursed by the company. (Annex 2)
- Management approval is important in order to be reimbursed for the required compensation.
- Any claim that is not supported by original receipts will not be considered for reimbursement.
- All documents must be submitted within 15 business days upon return from the business trip. The company will not reimburse expenses report claims submitted after 15 business days after the return from the business trip.
- The HR manager will evaluate and discern the reasonableness of reimbursed expenses and only those will be covered by the company.
- For Entertainment expenses incurred with respect to outside business associates, please refer to the Entertainment Policy.
- The reimbursed amount will be paid by Check.

#### **NON- REIMBURSED EXPENSES FOR THE TRIP CLAIMS**

- When submitted claims that do not comply with the policy guidelines, the traveler may not be reimbursed. The HR manger will evaluate and discern if any claim are non-reimbursed expenses.
- Expenses that are incurred for personal entertainment or for a primarily personal reason will not be reimbursed by the company. The following list is a guide of non-reimbursable expenses including but not limited to the following,
  - Personal entertainment expenses, example, movies tickets, plays, books, tourism, gifts, magazines...etc.
  - Personal costs incurred at home like child care, body guards...etc.
  - Any items bought for personal use including toiletries, personal care items, medicines, tobacco, alcohol...etc.
  - Traffic/ parking violation fees, court fees, bail, and other legal fees.
  - Companion travel expenses.
  - Others

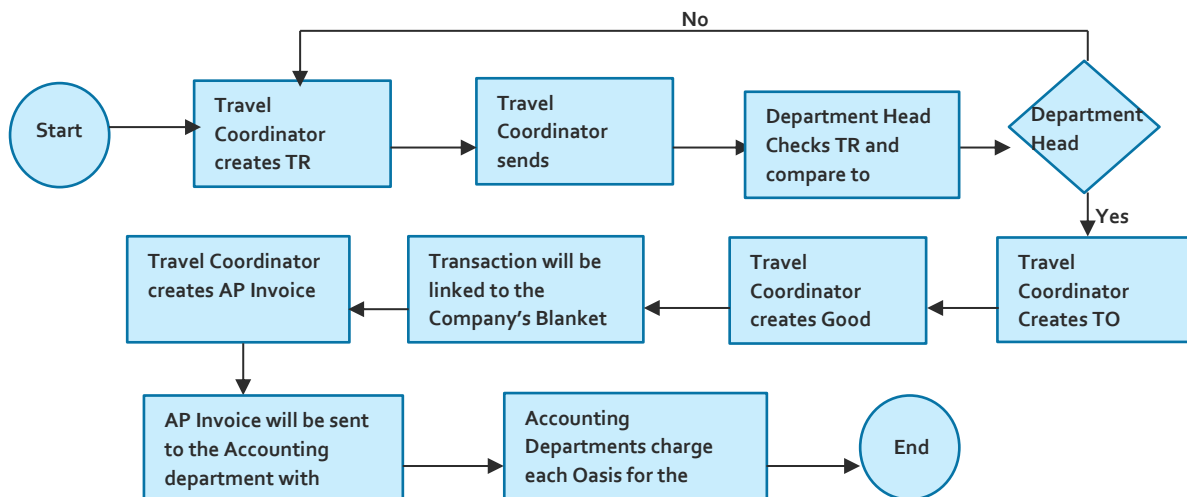
## BUSINESS TRIP CANCELATION OR DELAY

- The traveler is responsible for notifying the travel coordinator of any changes required in the business trip itinerary 2 days before the trip's departure date.
- The travel coordinator will cancel or amend all transport and accommodation reservations for the business trip.
- In case of cancellation or delay, and according to the reason, the company or the traveler will cover the incurred expenses.
- The company will cover the expenses for canceling/ delaying the trip if the reason is outside the traveler's control such as natural disasters, family emergencies, or an internal request from the company.
- The HR manager will evaluate and discern whether or not to compensate for expenses incurred from cancellation and delays that occur on part of the traveler, in case the company does not cover the expenses from cancellations and delays, the traveler will be responsible to cover the costs.

## FINANCIAL TREATMENT

### BUSINESS TRIP FINANCIAL TREATMENT WORKFLOW

When an employee fills a business trip request, and his department head accepts, the workflow will go as follows,



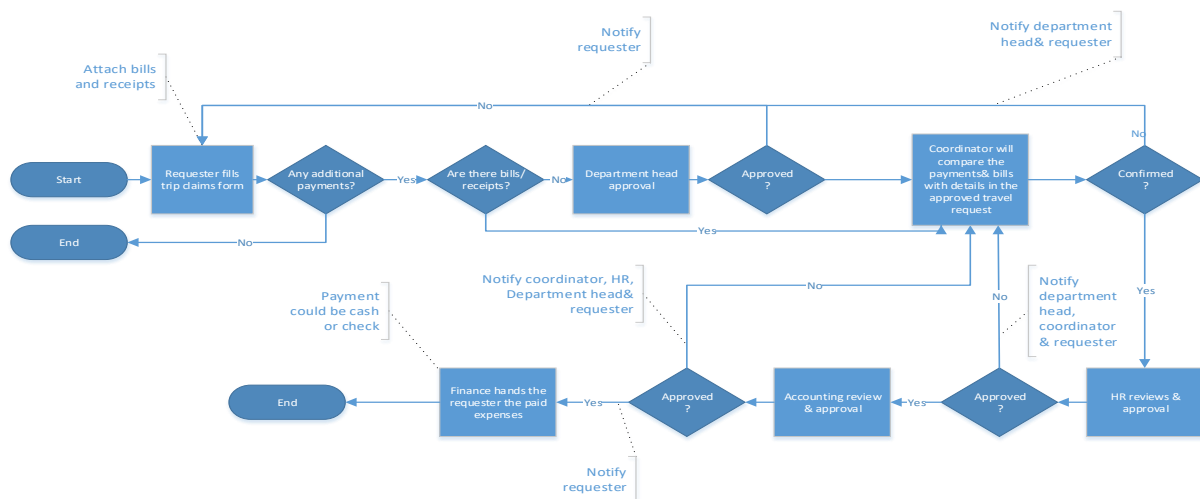
- Treatment of linking the TO with the Blanket Agreement is to be advised by ABS
- Cross Charging/ intercompany to be advised by ABS
- The accounts that will be affected by the Business trip in the backend are,
  - Vendor (Tickets/ Accommodation)
    - DR/ Expenses  
CR/ Vendor
    - DR/ Vendor  
CR/ Bank
- The accounts that will be affected if a personal trip is added to the business Trip
  - Vendor (Tickets/ Hotel)

- Business Part
  - DR/ Expenses
    - CR/ Vendor
  - DR/ Vendor
    - CR/ Bank
- Personal Part
  - DR/ Employee
    - CR/ Vendor
  - DR/ Vendor
    - CR/ Bank

And Deduction will take place manually from the employee's salary

## CLAIMS FINANCIAL TREATMENT WORKFLOW

When employees return from the trip, and before 15 working days pass, the employee is eligible of claiming any extra money he paid from his personal money to cover business requirements during the trip. Below, the financial flow for the claim,



Financial Claims Workflow