

DEK Technologies Vietnam Domestic Travel Policy

1 Purpose

The opportunity to travel is a positive benefit for a member, and to ensure that it remains mutually beneficial to the member and DEK Technologies Vietnam, this document is intended to clearly define the expectations and constraints for travel.

2 Effective Date

This version of the policy is effective from 1st June 2023.

3 Principles

Work travel and decisions will be at lowest cost to the company and customer, commensurate with maintaining a reasonable standard of comfort and convenience.

Travel should be organized and planned to minimize the number of non-working days.

4 Policy

No one can be forced to travel; all travel must be voluntarily accepted. There is no negative consequence for not travelling.

Any and all claims must be made with a receipt. No claims will be honored without receipts.

DEK Technologies Vietnam provides business trip facilities as follows:

- **Transportation:**

DEK Technologies Vietnam organizes an appropriate means of transportation depending on business needs.

DEK Technologies Vietnam covers the reasonable transport fees (taxi, car, bus, ferry, boat, toll fees) from the actual accommodation to departure and from arrival to the actual accommodation, where DEK Technologies Vietnam Office is located (e.g. Ho Chi Minh city, Hanoi city, etc.). Members must provide the actual financial invoices.

The covered maximum transport fee is 500.00VND/way.

• **Accommodation:**

Area	Budget (excluding VAT and service charge)
Northern Provinces	600,000 VND/person/night
Can Tho City	350,000 VND/person/night
Other Provinces	300,000 VND/person/night
Ho Chi Minh City	500,000 VND/person/night
Hanoi City	500,000 - 800,000 VND/person/night/room 1,000,000 VND/ 2 persons/night/room
Da Nang City	400,000 VND/person/night

Any early check-in or late checkout from a hotel needs pre-written approval, otherwise the additional cost will be taken by the member.

Members must pay the personal services e.g. laundry, drink, food, etc if they use.

• **Daily allowance**

Daily allowance will be paid for full 24-hour period while on a business travel. No Daily allowance will be paid for partial days.

Criteria for 01-day allowance calculation:

Allowance	Arrival Time	Next Day of Departure Time (Return)
01 day	00:01-13:00	13:00-24:00

Members shall be entitled daily allowance with amount of 220,000 VND/person/day to cover for the daily expense such as food, laundry, personal transportation, and personal phone fee, etc.

Daily allowance payment will be subject to tax as specified by the Vietnam Tax Laws.

Daily allowance will be paid for members if they get sick, but members should follow Leave policy (1) to report sick leave.

Daily allowance will not be paid for the other types of leave taken, e.g. Annual Leave, Unpaid Leave, etc.

Leave while on short business travel (less than a week) can only be taken with pre-written approval given by the Line Manager/ Department Head.

Any additional costs incurred on a business trip due to changes or rescheduling due to personal reasons of the member will be borne by that member.

5 Responsibilities

Admin will assist members in the business trip.

All business travel request should be sent to Admin/Finance at least 14 working days in advance.

Individuals must keep all receipts/invoices, including boarding passes.

Finance to transfer Daily allowance prior to the trip.

6 Reference documents

- (1) DEK Technologies Vietnam Leave Policy