

DEK Technologies Vietnam 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 the 1st of August 2020.

3 Principles

The length of time it takes to recover the cost of a business trip for a DEK Technologies Vietnam member is a substantially long time.

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 organised and planned to minimize the number of non-working days.

English and technical abilities are an input factor when deciding who should travel.

There are two distinct categories of travel at DEK Technologies Vietnam:

- Business trip travel
- Office Exchange Program travel

3.1 Business trip travel

Business trip travel category is for when the trip is:

- Needed by the customer for knowledge transfer to a DEK Technologies Vietnam member, or from a DEK Technologies Vietnam member to another person outside of Vietnam
- The cost of the trip is being partially or fully covered by the customer

The terms of the Business trip travel category, such as daily allowance etc., will be determined by the customer.

3.2 Office Exchange Program travel

Office Exchange Program travel category is for when the trip is:

- An opportunity provided by DEK Technologies Vietnam for relationship building between offices and part of the professional development of a DEK Technologies Vietnam member
- The cost of the trip is being fully covered by DEK

The terms of the Office Exchange Program travel trip category, such as daily allowance etc., will be determined by DEK Technologies Vietnam.

4 Policy

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

Daily allowance (DA) will be paid for full 24-hour period. No DA will be paid for partial days. The claim form automatically calculates the number of days to be paid (departure date – arrival date).

The DA covers such following personal costs for the members while traveling, food, laundry, phone, bank charges, and transport costs to and from work, etc.

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

DA will only be paid in advance for a maximum of 1 month at a time.

No DA will be paid for time spent travelling on the plane.

DA will be paid for Sick leave approved by the BAM. DA will not be paid out for other leave types taken, e.g. Annual Leave, Unpaid Leave etc.

The spot Bid exchange rate on the day of transfer is to be used to convert the DA and Transport Allowance (TA) value from AU/USD to VND.

DEK will pay, prior to the trip, a once off TA to cover transport to/from the airport and accommodation in the destination country.

The amount of transport allowance depends on location of travel [1].

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

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

Leave while traveling can only be taken with pre-written approval given by the BAM.

Leave while traveling should be taken at the end of the planned travel.

Any claims will be settled upon return.

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

Members cannot claim or recover any costs from other DEK Technology offices. Any attempt to recover costs from another DEK Technology office is deemed to be a serious violation of company policy.

4.1 Business trip travel

A business trip with the purpose of bringing back knowledge/competence to Vietnam, and is planned to be two weeks or longer, requires a full year commitment to participate. It is not mandatory to participate. There is no negative consequence if a member chooses not to participate.

If a business trip with the purpose of bringing back knowledge/competence to Vietnam is unexpectedly cut short or extended, the full year commitment will remain in place, unless the trip is shortened to less than two weeks.

The DA amount paid for business trips depends on the location of travel and also the customer [1].

4.2 Office Exchange Program travel

The Office Exchange Program travel is an investment from DEK for the members' development. It's not about the member making additional money; in the worst case it will be cost neutral for the member. It does require a full year commitment to participate. It is not mandatory to participate. There is no negative consequence if a member chooses not to participate.

The DA amount paid for Office Exchange Program travel depends on the location of travel [1].

5 Responsibilities

LMs are responsible for:

- Selecting the member to travel
- Assisting with the co-ordination between other office and HR
- Ensuring all members who travel read and completely understand the policy

All Business Visa costs are to be paid by DEK Technologies Vietnam.

HR will assist members in the Business Visa application process, but the member is ultimately responsible.

Travel costs to/from the airport in HCMC will be paid by DEK Technologies Vietnam.

Air ticket costs are to be paid by DEK Technologies Vietnam. All air travel will be economy class.

Travel insurance will be provided and paid by DEK Technologies Vietnam.

Hotel costs will be paid directly by DEK Technologies Vietnam.

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

Finance to transfer DA and Travel allowance prior to the trip.

Members need to ensure they have valid passports.

6 Reference documents

[1] DEK Technologies Vietnam Travel Allowances Schedule