

	<b>Standard Operating Procedures</b>  <b>GHCD</b>	DOC NO: 4.5.1	ISSUE: 2
		REV. DATE: 1 December 2019	REV. NO: 1
<b>TITLE</b>	<b>Travelling</b>	<b>PAGE: 1/4</b>	


<b>1.0</b>	<b>Abbreviation</b>		
	1.1	HOD	Head of Company/Division/Department
	1.2	GEC/GEDC/CEO/CO O/ED	Group Executive Chairman/Group Executive Deputy Chairman/Chief Executive Officer/Chief Operating Officer/Executive Director
	1.3	ECF	Expenses Claim Form
	1.4	GHCD	Group Human Capital Division
	1.5	GM	General Manager
<b>2.0</b>	<b>Travelling</b>		
	2.1	The purpose of this manual is to establish the policies and procedure of MTD Group, concerning travel expenses incurred by staff while conducting business on behalf of and for the benefit of Company.	
	2.2	Staff travelling on Company's business is entitled to transportation, hotel accommodation and subsistence allowance.	
	2.3	It is the responsibility of all staff who are required to travel, to obtain prior approval from the respective HOD. For overseas travel, approval must be obtained from the GEC/GEDC/CEO/COO/ED.	
	2.4	Staff is required to use the most economical means of transportation available and the shortest route to the destination.	
	2.5	Staff who are required to travel but not provided with Company car (functional car) or car allowance, shall travel in a Company pool vehicle. However, when <b>no</b> Company pool vehicle is available, the staff may opt to use their own vehicle.	
	2.6	In the case where staff is travelling in a group with own vehicle, only the owner of the vehicle is allowed to claim. The passengers are not eligible for any claims.	
	2.7	When travelling in a group, the highest ranked staff will use his vehicle.	
	2.8	The staff who is allowed to use private vehicle, is entitled to claim mileage at the following rates; <b>Car</b> - RM0.70 sen per kilometre <b>Motorcycle</b> - RM0.30 sen per kilometre	
	2.9	Staff who are provided with petrol/fleet card allowance by the Company, are allowed to submit the claim expenses for petrol in the event the limit had been exceeded. A valid justification and sufficient evidence to show that the travel was performed for business purpose, are to be submitted together with the claim.	

	<b>Standard Operating Procedures</b>  <b>GHCD</b>	<b>DOC NO: 4.5.1</b>	<b>ISSUE: 2</b>
		<b>REV. DATE:</b> <b>1 December 2019</b>	<b>REV. NO: 1</b>
<b>TITLE</b>	<b>Travelling</b>	<b>PAGE: 2/4</b>	

	<p>2.10 If the staff chooses to travel by other means of transport, example: bus, train, taxi, e-hailing etc., the Company will only reimburse the actual expenses incurred.</p> <p>2.11 Any personal expenses incurred during, before or after official Company business are the responsibility of the staff. If the staff wishes to take a side trip before or after the official Company business trip, the expenses associated with these trips are the responsibility of the staff.</p> <p>2.12 The staff may extend a business trip over the weekend when attending business trips/meetings that begin on Monday or end on a Friday. Company will reimburse the staff travel expenses associated with such trips provided there is a net saving to Company. Such travels must be approved in advance by the GEC/GEDC/CEO/COO/ED, whichever is relevant.</p> <p>2.13 When renting car in a foreign country, the full insurance offered by the rental agency must be obtained. Company will reimburse the staff for the car rental and petrol expenses. Receipts must be obtained and submitted with the ECF in order to be reimbursed for car rental and fuel expenses.</p> <p>2.14 It is a Company policy that actual, reasonable costs will be reimbursable for other travel-related expenses. Example of other, allowable miscellaneous expenses include: taxi/shuttle fares to/from airport, business related photocopying, equipment rentals, phone call bills and etc.</p> <p>2.15 The <b>ECF</b> must be submitted to the GHCD within three (3) months from completion of the business trip. Each staff is responsible for preparing and submitting their own claim form. Staff also responsible to provide receipts to support the expenses.</p> <p>2.16 Any balance of the cash advance taken in excess of the actual claim amount, shall be refunded to the Company together with the claim, in line with the policy and procedures of Group Finance &amp; Treasury Division.</p>
<b>3.0</b>	<p><b>Travel by Air</b></p> <p>3.1 Approval for air travel must be obtained from GEC/GEDC/CEO/COO/ED, whichever is relevant, prior to the issuance of flight tickets, by using the <b>E-Travel System</b>.</p> <p>3.2 Whenever air transportation is used, reservation should be made in advance as early as possible and the lowest airfare should be used. The ticket bookings are made from appointed travel agents. However, staff is allowed to purchase their own tickets should the airfare be lower than the quotation provided by appointed travel agents.</p> <p>3.3 All local travels within Malaysia will be on economy class regardless of levels.</p>

	<b>Standard Operating Procedures</b>  <b>GHCD</b>	DOC NO: 4.5.1	ISSUE: 2
		REV. DATE: 1 December 2019	REV. NO: 1
<b>TITLE</b>	<b>Travelling</b>	<b>PAGE: 3/4</b>	

3.4	When airfare is cheaper than other modes of transportation (in consideration of other related cost such as toll, fuel, accommodation and subsistence to be incurred when the staff travel by land), staff is advised to travel by air if applicable.																
3.5	The Company will provide a return air ticket to the staff travelling by the most direct route and any variations will be borne by the staff.																
3.6	The Company will pay for service charges/taxes and excess baggage on official items.																
3.7	Should any staff on overseas assignment be required to exit and re-enter the assigned country for the purpose of visa renewal, the airfare cost incurred will be borne by the Company. The cost for re-issue fees of the initial return ticket will also be borne by the Company.																
3.8	All overseas air travel class is subject to the flight hours and staff level as follows;																
	<table><tr><th>Hours</th><th>Level</th><th>Class</th></tr><tr><td rowspan="2">More than 10 hours</td><td>Advisor, SM3 (GM) and above</td><td>Business class</td></tr><tr><td>Other Levels</td><td>Economy Class</td></tr><tr><td rowspan="2">More than 6 hours</td><td>Advisor, SM1 (Senior GM) and above</td><td>Business class</td></tr><tr><td>Other Levels</td><td>Economy Class</td></tr><tr><td>Below 6 hours</td><td>All Levels</td><td>Economy Class</td></tr></table>	Hours	Level	Class	More than 10 hours	Advisor, SM3 (GM) and above	Business class	Other Levels	Economy Class	More than 6 hours	Advisor, SM1 (Senior GM) and above	Business class	Other Levels	Economy Class	Below 6 hours	All Levels	Economy Class
Hours	Level	Class															
More than 10 hours	Advisor, SM3 (GM) and above	Business class															
	Other Levels	Economy Class															
More than 6 hours	Advisor, SM1 (Senior GM) and above	Business class															
	Other Levels	Economy Class															
Below 6 hours	All Levels	Economy Class															
4.0	<b>Travel by Land</b>																
4.1	All local travels within Malaysia will be on economy class (train, buses) regardless of levels and job grades.																
5.0	<b>Travel by Sea</b>																
5.1	Foreign workers who is requesting for vacation leave to their home country or being released from employment shall be arranged to travel by sea (at the lowest ferry class) or by air, whichever is more economical.																
5.2	The use of ferry to the home country is only applicable if the destination is accessible by ferry.																

	<b>Standard Operating Procedures</b>  <b>GHCD</b>	DOC NO: 4.5.1	ISSUE: 2
		REV. DATE: 1 December 2019	REV. NO: 1
<b>TITLE</b>	<b>Travelling</b>	<b>PAGE: 4/4</b>	

<b>6.0</b>	<b>Appendix</b>		
	<b>No.</b>	<b>Form Title</b>	<b>Appendix</b>
	6.1	Expenses Claim Form	Appendix 1