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|  | <b>Standard Operating Procedures</b><br><br><b>GHCD</b> | DOC NO: 4.5.4                     | ISSUE: 2   |
|   |   | REVISION DATE:<br>1 December 2019 | REV. NO: 1 |
| <b>TITLE</b>  | <b>Accommodation and Laundry Allowance</b>              | <b>PAGE: 1/2</b>                  |            |

1.0

Abbreviation

|     |                |  |
|-----|----------------|--|
| 1.1 | CEO/COO/ED/CFO | Chief Executive Officer/Chief Operating Officer/Executive Director/Chief Financial Officer |
| 1.2 | GM             | General Manager  |
| 1.3 | GHCD           | Group Human Capital Division   |
| 1.4 | MACF           | Meal and Accommodation Claim Form  |
| 1.5 | ECF            | Expenses Claim Form  |

2.0


Accommodation

2.1

Local Accommodation

Staff who are on overnight outstation duty or attending training courses beyond 100 km from their base office shall be eligible for accommodation as follows:

| Job Grade                                     | Accommodation                   |                  |
|---|---------------------------------|------------------|
|   | With Receipts                   | Without Receipts |
| TM1 & TM2<br>CEO/COO/ED/CFO                   | Reasonable actual with receipts |                  |
| SM1<br>Senior GM                              | Reasonable actual with receipts |                  |
| SM2 – SM3<br>GM                               | RM300.00                        | RM40.00          |
| MM1- MM4<br>Asst. GM/Manager                  | RM250.00                        | RM40.00          |
| MM5, EX1 – EX5<br>Asst. Manager/<br>Executive | RM200.00                        | RM40.00          |
| TL1 - TL6<br>NT1 - NT6<br>Non-Executive       | RM150.00                        | RM30.00          |

|   |   |                                   |            |
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|  | <div>2.2</div> <div><b><u>Overseas Accommodation</u></b></div> <div><ul style="list-style-type: none"><li>Staff should use their best judgement in selecting a location and hotel to stay. As a guideline, the rate for hotel overseas shall be within the range or maximum of <b>USD150.00</b> per night or reasonable actual with receipts.</li><li>Justification is needed for a hotel rate that is higher than stated above.</li><li>Staff will be reimbursed the actual cost of their accommodation plus taxes. Original receipts must be obtained and submitted with <b>ECF</b> and <b>MACF</b> to GHCD.</li></ul></div> |                                   |            |          |     |                                   |            |     |                     |            |
|--|--|-----------------------------------|------------|----------|-----|-----------------------------------|------------|-----|---------------------|------------|
|  | <div>3.0</div> <div><b>Laundry</b></div> <div><div>3.1</div><div>All claims on laundry expenses are based on reasonable actuals as per receipt if staff is on outstation duty for a minimum of three (3) days (local and overseas).</div></div>  |                                   |            |          |     |                                   |            |     |                     |            |
|  | <div>4.0</div> <div><b>Appendices</b></div> <div><table><tr><th>No.</th><th>Title Form</th><th>Appendix</th></tr><tr><td>4.1</td><td>Meal and Accommodation Claim Form</td><td>Appendix 1</td></tr><tr><td>4.2</td><td>Expenses Claim Form</td><td>Appendix 2</td></tr></table></div>  | No.                               | Title Form | Appendix | 4.1 | Meal and Accommodation Claim Form | Appendix 1 | 4.2 | Expenses Claim Form | Appendix 2 |
|  | No.  | Title Form                        | Appendix   |          |     |                                   |            |     |                     |            |
|  | 4.1  | Meal and Accommodation Claim Form | Appendix 1 |          |     |                                   |            |     |                     |            |
|  | 4.2  | Expenses Claim Form               | Appendix 2 |          |     |                                   |            |     |                     |            |
|  |  |                                   |            |          |     |                                   |            |     |                     |            |
|  |  |                                   |            |          |     |                                   |            |     |                     |            |