

	Standard Operating Procedures GHCD	DOC NO: 4.3.3	ISSUE: 2
		REVISION DATE: 1 December 2019	REV. NO: 1
TITLE	Entertainment Allowance (Local & Overseas)	PAGE: 1/1	

1.0	Abbreviation		
	1.1	CEO/COO/ED	Chief Executive Officer/Chief Operating Officer/ Executive Director
2.0	Entertainment Allowance (Local & Overseas)		
2.1	The Company will reimburse the cost of all reasonable business entertainment undertaken by staff. This, however, excludes costs incurred in entertaining own staff.		
2.2	Approval for any excessive entertainment expenses should be sought from the CEO/COO/ED.		
2.3	Claims should be borne by the highest ranking staff in the group.		
2.4	Expenses incurred for such business entertainments must be supported with the original receipts, list of guests and purpose of entertainment.		
2.5	The cost of purchasing alcohol/liquor, cigarettes etc. and other unethical expenses will NOT be reimbursed by the Company.		