

 TOYOTA <i>moving forward</i> ▶	TOYOTA MOTOR VIỆT NAM GENERAL AFFAIRS DEPARTMENT	Prepared by:
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ANNEX NO. 02-BUSINESS TRIP POLICY

In order to be suitable for practice, the Article 5.2.1-Item A of the Business Trip Policy will be amended as follows:

5.2. Daily Allowance

5.2.1. Daily Allowance for Domestic trip

Current: Daily allowance is classified based on each title

New: Daily allowance is classified based on each title and location, detail as below:

a/ One- day business trip

*) **One-day inside-city business trip**: Not apply Meal Allowance as regulated in business trip policy.

Daily allowance will be applied as followings

Working Location	Business trip Location	Daily allowance		
		Breakfast	Lunch	Dinner
Hà nội	Hà nội	Not applied	Not applied	Not applied
Hồ chí minh	Hồ chí minh		<Lunch is included in monthly meal allowance>	
Bình Dương	Bình Dương			
Trụ sở chính	Vĩnh Phúc	Not applied	Applied same as meal allowance in Branches	Not applied

) **One-day Interprovincial business trip :

Daily allowance will be applied as followings

Working Location	Business trip location	Daily allowance		
		Breakfast	Lunch	Dinner
Head Quater	Other provinces	Applied <Follow Business trip policy>		
Hanoi Branch				
Hochiminh office				
Binh Duong Office				

Other cases:

Working location	Business trip location	Daily Allowance		
		Breakfast	Lunch	Dinner
Head Quater	Hanoi branch	Not applied	Applied <Follow Business trip policy>	Not applied
Hochiminh branch	Binh Duong branch			
Binh Duong branch	Hochiminh branch			
Hanoi Branch	Head Quater	Not applied	*Lunch will be served by TMV canteen and monthly meal allowance will be deducted based on number of business trip	Not applied
Hochiminh/ Binhduong branch	Head Quarter	Applied <Follow Business trip policy>		Applied <Follow Business trip policy>

- For cases applied as business trip policy, please follow requesting and payment procedure as mentioned in Items 6 – Procedure.
- Meal allowance will be determined based on departure/arrival time of the business trip (**refer Article 5.2 – Rules and requirements for Daily allowance**)

Article Transportation and other articles keep unchanged.