

# Transport Claim Policy

## 1. Introduction

This policy outlines the guidelines and principles for transport claims submitted by employees for reimbursement. The purpose is to streamline the process while maintaining integrity and accountability.

## 2. General Principles

Transport claims are permitted only for **official journeys** and **must not include routine or personal trips**. This honor-based system seeks to reduce administrative burden while relying on employees to ensure accuracy and compliance.

## 3. Honor-Based Transport Claim Policy

All employees are trusted to submit accurate claims. **Any erroneous or fraudulent claims** may result in internal disciplinary action. Employees are reminded to adhere to the guidelines and submit claims that accurately reflect official journeys undertaken for work purposes.

## 4. Non-Claimable Journeys

- **Routine travel** between home and office is non-claimable unless it falls between **9:00 pm and 5:30 am**, or if additional trips are required due to **work exigencies**.
- Mileage claims are generally non-claimable for journeys between home and office.

## 5. Claimable Journeys

- **Official journeys to or from duty locations** for work purposes are eligible for claims, provided they are not personal or routine in nature.

## 6. Mileage Claims

Mileage claims are based on the following rates:

- **Car:** \$0.81 per kilometer
- **Motorcycle:** \$0.32 per kilometer Mileage distances are automatically calculated by the claim system based on the **start and end locations** entered by the claimant.

## 7. Receipt Retention

Employees are required to **retain receipts and supporting documents** for a period of **three months** from the date of claim submission. This is necessary for any post-payment checks or verifications.