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	Policy No. 1.4.0.0	Revision
	Date of Issuance	Date of Effectivity
	May 2, 2011	June 1, 2011
Subject: <u>Reimbursement Policy</u>		

## I. POLICY STATEMENT

On certain instances, there are expenses or disbursements not covered by funds advanced or provided by the company but are incurred by Employees in the conduct of their duties, dealings or activities which are **minor, necessary, and reasonable** in nature and for which the company expects future economic benefits.

This policy intends to provide guidelines and procedures on reimbursements.


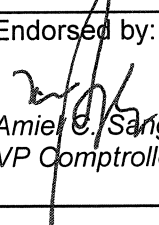
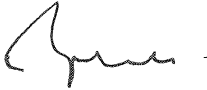
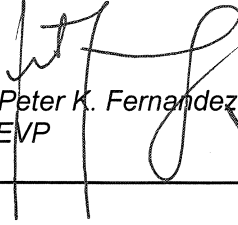
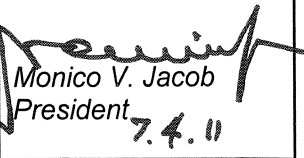
## II. COVERAGE

The following expenses may be reimbursed.

1. Travel
  - a. Meals
  - b. Accommodation
  - c. Incidentals (laundry & pressing, photocopying, etc.)
2. Transportation
  - d. Gasoline
  - e. Parking fee
  - f. Fare
  - g. Excess Baggage (provided that the excess is relevant or required in the performance of duty)
3. Telephone
4. Representation and Entertainment
5. Meetings and Conferences
6. Photocopying
7. Taxes (notarial)
8. Expenses in excess of the funds advanced for an activity or event

## III. GENERAL PROVISIONS

1. All reimbursements of expenses shall be supported with the following, as applicable:
  - a. Official Receipts (OR)
  - b. Sales Invoice (SI)
  - c. Billing

Prepared by:  Suzette Tan FPC Manager	Endorsed by:  Amiel C. Sangalang VP Comptrollership	 Yolanda M. Bautista CFO	 Peter K. Fernandez EVP	Approved by:  Monico V. Jacob President 7.4.11
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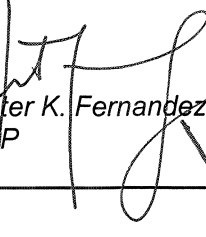
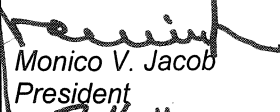
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d. Approved Official Business (OB) form

2. Reimbursements of expenses in excess of the funds advanced for an activity or event shall be covered by the approved RFA.
3. Reimbursements in the amount of PhP 1,000 and below shall be disbursed through the Petty Cash Fund (PCF) while reimbursements greater than PhP1,000 shall be disbursed through checks.
4. Reimbursements of expenses from use of personal credit cards shall be allowed only if the OR of the specific transaction (subject of the reimbursement) is under the name of STI.
5. All reimbursements shall be filed and printed using the Request for Payment form found on the STI HQ portal.
6. Reimbursements of expenses shall only be valid within one (1) month from the date of the OR.
7. Reimbursements for expenses that are not in compliance with this policy shall have prior written approval from the Division Head of the requestor.

#### IV. **SANCTIONS**


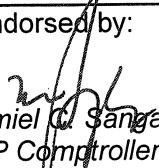

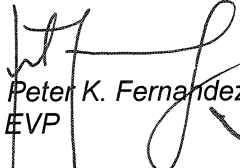
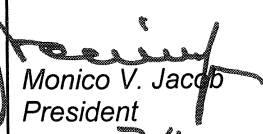
1. Reimbursements of expenses beyond one (1) month from the OR date shall be forfeited.
2. Reimbursements of expenses amounting to PhP1,000 and below for which ORs are lost shall likewise be forfeited.
3. Expenses amounting to more than PhP1,000 may be reimbursed upon submission of an Affidavit of Loss and subject to Class 1 Offense.

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#### V. POLICY REVISION

Policies, rules, and regulations not in accordance with this policy are deemed amended. STI reserves the right to adopt revisions to this policy if and when deemed necessary by management.

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