

**Document Title**

# **Travel Allowance Policy**

**Document Reference**

EXEO-HRD-PO-03

**Document Revision**

01

**Document Classification**

Internal

## Document Revision History

Rev.	Date	Prepared by	Verified by	Approved by	Description
01	29-05-23	Internal Auditor	Talent Workplace Coordinator &	ISPMS Committee	Initial version

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## 1. Purpose

This policy is intended to the members of Exeo who travel for work purposes on behalf of Exeo.

We value the efforts our team members make when they go on mission trips and understand the sacrifices being made for the success of the mission. This policy is intended to facilitate the preparation and execution of their trips.

## 2. Approval processes for going on a mission trip

Before planning your mission trip, make sure you have taken the necessary approval from your direct supervisor by filling the following [Business trip Approval Form](#).

## 3. Protocols for affording travel expenses

Exeo adopts the per diem system, meaning it will pay a fixed fee per day traveled and the employee manages his own expenses accordingly except the following items which are covered separately from the per diem:

- Lodging fees: Lodging should be booked and paid separately (or provisioned) before the travel;
- Airlines and travel fees;
- Insurance fees;
- Visa fees;
- Transportation to and from the airport;
- Any other expense that needs to be paid separately from the per diem with the pre-approval of the supervisor.

It is important to maintain official invoices for every expense that needs to be covered by the company.

The procedure to pay the expenses will be as follows:

1. The employee needs to keep track of all invoices and fill an [expense report](#);
2. The report should be submitted to the Direct Manager and the Talent & Workplace Coordinator.
3. Upon approval from the Direct Manager, the report should be sent to the accounting department for payment processing.

## 4. Inviting Clients

The protocol is described in the code of conduct and related expenses needs to

be paid separately from the per diem with the pre-approval of the supervisor

## **5. Per Diem rules - *Indemnité de déplacement***

A per diem system is put in place and is applied when an employee travels outside of his country of employment and if travel is sponsored by the company. Per diem are intended to cover the daily expenses of the team members without looking in the items that are being bought. No invoice is required and the employee is free to use this per diem as he or she seeks.

- Value of the per diem: 80\$ per day (€70 for SAS employees) or equivalent in local currency;
- Paid in advance for every day spent on the mission;
- Covers meals, communication costs, leisure and transportation inside the city.

Per diem rule for days of travel:

- Leaving home country:
  - 100% of the per diem when the flight leaves before 11am;
  - 50% of the per diem when the flight leaves the after 11;
  - 0% of the per diem when the flight leaves after 20h;
- Returning to home country:
  - 100% of the per diem when the flight leaves after 20h;
  - 50% of the per diem when the flight leaves the after 11;
  - 0% of the per diem when the flight leaves before 11am.

## **6. Traveling during week-ends**

If a travel day to or from the home country flight happens before 20h on a week-end, the employee is credited with a day on his leave balance.

## **7. Personal safety and security of belongings**

Employees need to be extra-careful during mission trips and avoid taking unnecessary risks. They also need to take care of their belongings. In case of loss or theft, you will need to inform by filling the following [Report Asset Damage or Loss](#) in case of a loss related to the company asset.

## **8. Medical care and insurance coverage**

Before travel, make sure that you have taken with you the medical insurance

coverage in coordination with the Talent & Workplace management department.

## **9. Traveling between branches of Exeo**

Exeo provides the ability for employees to work from the different offices it has. They can work from a different office -of their primary office- for up to 30 business days per year.

Definitions:

- Primary office: the office of Exeo where the employee has its employment contract tied to;
- Destination office: the office of Exeo where the employee is planning to travel.

The following rules apply when the employee decides to travel between offices of Exeo based on his own will:

- The employee needs to take the approval of his direct manager prior of arranging for travel;
- HR needs to be notified of the trip;
- Calendar needs to be updated with the office location;
- Travel expenses are paid by the employee;
- Working hours of the office of the destination office are respected;
- Official days off follow the primary office;
- If there is an important event in the primary office that needs his presence, he needs to arrange for his travel back on his expense.

## **10. Travel checklist**

- ☐ Business Trip Approval Form
- ☐ Medical insurance
- ☐ Hotel booking
- ☐ Flight/Train Ticket
- ☐ Per diem cash or valid credit card that can be used in the destination country
- ☐ Trip Report
- ☐ Expenses Report
- ☐ Visa