

**EMPLOYEE BUSINESS TRAVEL**  
**HUMAN RESOURCE POLICY**  
**PT. AXA SERVICES INDONESIA**  
**(“Company”)**  
**2015**

ID HR 3.06

(“Policy”)

Page 2 of 10	<b>Employee Business Travel Policy</b>	ID HR 3.06
		Rev.
		Date: October 2015

## TABLE OF CONTENT

1. OBJECTIVES	3
2. SCOPE & ELIGIBILITY	3
3. DEFINITION	3
4. GENERAL RULES	4
5. BUSINESS TRAVEL PROCEDURES	5
6. OVERSEAS BUSINESS TRAVEL	8
7. CLOSING	9
8. APPENDICES	10

Page 3 of 10	<b>Employee Business Travel Policy</b>	ID HR 3.06
		Rev.
		Date: October 2015

## 1. OBJECTIVES

- a. To provide clear standard eligibility of travel allowances due to business matters.
- b. To standardize process of business travel undertaken by the Company's employee, domestic and/or overseas.

## 2. SCOPE & ELIGIBILITY

This Policy is applied to employees under indefinite employment contract (Perjanjian Kerja Waktu Tidak Tertentu/"PKWTT"), fixed term employment contract (Perjanjian Kerja Waktu Tertentu/"PKWT") of PT AXA Services Indonesia, hereinafter referred as the "Company", and employment under outsourced vendor of the Company.

## 3. DEFINITION

### a. Business Travel

A short trip to destinations outside the jobholder's official workplace with the purpose to conduct an observation, monitoring, business procurement, discussion, recruitment, conference, seminar, training and/or other similar purposes, for the Company's interest and with the Company's formal instruction.

### b. Diem Allowance

An amount of money given to Employee who performs Business Travel in order to covers daily expenses.

### c. Delegated Authorities Parameter

A set of delegation authorities approval list for the routine expenditure of the Company operational which is apply as per Company parameter.

### d. Routine Expenditure

A routine expense limit tier authorization in related to operational on Business Travel.

### e. Deduction Authorization

A template to be used by Employee to provide salary deduction confirmation due to

Page 4 of 10	<b>Employee Business Travel Policy</b>	ID HR 3.06
		Rev.
		Date: October 2015

unsettled cash advance as Appendix 4 attached to this Policy

f. Transportation Expense Form

A template to be used by Employee as to prepare justification report expense receipt related to the Business Travel transportation with or without original receipt, as Appendix 3 attached to this Policy.

g. Director

A person who is in act as a final approver of any International Business Travel.

h. Chief of Function

A person who responsible as functional approver in related to Business Travel approval who also responsible for several section in each function. (E.g. CFO, CMO, COO, CHRO or a highest approver within each function in the Company).

i. Line Manager

Employee with job grade 6 and above with authority to supervise and to give orders to other Employees in his/her line of authority.

j. Travel Agent

A third party that appointed by the Company and registered in the procurement department list of supplier, to provide flight transportation and accommodation related services for the Company's Business Travel.

#### 4. GENERAL RULES

- a. An Employee is assumed performing Business Travel where the destination city range is more than 60 (sixty) km from his/her current official workplace. The estimate distance (in km) of the city to be visit will be mentioned in Business Travel Request form.
- b. Business Travel expense is calculated based on durations (number of days) of the trip, according to Employee entitlement based on job grade applied in the Company standards as stated in Appendix 1 attached to this Policy.
- c. Overtime is not applicable for Employee who performing Business Travel both

Page 5 of 10	<b>Employee Business Travel Policy</b>	ID HR 3.06
		Rev.
		Date: October 2015

domestic and overseas.

- d. Employee who travels due to receiving a Company award, or Company entertainment, is not entitled to daily allowance, except for Employee appointed to escort person(s) receiving a Company award, or appointed to become a committee / manager / responsible person for the trip.
- e. Immigration document, domestic or international ticket and hotel reservation, or other administration process can be done by the appointed department administrator – this should apply for department that have frequent Business Travel, with reference to standard provided and to official vendor as listed by Procurement Department.
- f. Each Line Manager is responsible to ensure all Business Travel requested by their staffs are settled within the regulated time schedule with proper administration according to the existing standards and procedures, and all the required processes has been verified accordingly.
- g. Department that set up Business Travel for its Employees shall follow Travel & Event Risk Guideline in appendix 5 attached to this Policy.
- h. Each Line Manager have the obligation for socialization and implementation of this Policy.

## **5. BUSINESS TRAVEL PROCEDURES**

- a. Employee may only performing Business Travel if the Business Travel Requisition (by APS for employee who have access and manual BTR if the employee does not have access) is approved by authorized person as stated in Delegated Authorities Parameter (DAP) as following:
  - i. All Domestic Business Travels should need approval from Line Manager/Head Department, and Leadership Team/Chief of Function.
  - ii. All International Business Travels should need approval from Director.
  - iii. In the case of Employee who has been travel more than 15 (fifteen) days in a month, then Chief of Function's approval of the Company will be required in order to be allowed to do the next travel.

Page 6 of 10	<b>Employee Business Travel Policy</b>	ID HR 3.06
		Rev.
		Date: October 2015

- b. In the event where cash advance is required, Employee should fill out the Business Travel Requisition form (Appendix 2a) and should complete with estimated costs, to be submitted to Finance Department at least 5 (five) working days prior to departure. This travel expenses advance is only applicable for daily allowance, transportation intercity assignment, and airport tax expenses. Cash advance only applicable for Employee with job grade 7 (seven) and below.
- c. Employee should be responsible to fill out the Business Travel Settlement form (Appendix 2b), and attach the original receipt at the latest 14 (fourteen) calendar days after the last day of the Business Travel. Any transportation cost without receipt, to be settled using Transportation Expense Claim Form (Appendix 3). Employee who does not submit the Business Travel Settlement Form, will be warned and will not be able to do the next Business Travel until the settlement submitted.
- d. Finance Department upon confirmation from Line Manager has the right to reject further Business Travel Requisition when previous travel settlement is not yet to be completed.
- e. In the event where the cash advance is outstanding for more than 30 (thirty) calendar days without any satisfactory explanation, the amount will be deducted using Deduction Authorization form (Appendix 4) from the upcoming payroll and will become the Employee's and/or the Line Manager's responsibility. *(Finance should inform HR before payroll cut-off date).*
- f. In the event that actual travel expenses exceed the cash advance received, the approval of the settlement will follow Routine Expenditure approval (refer to Delegated Authorities Parameter). The total of the cash advance and the settlement should not more than the entitle limit as per job grade.
- g. In the event where fraud or misappropriation is found, it will become the responsibility of the Line Manager and/or the respective Employee which one proven guilty and HR have rights to issue a warning letter and/or ended with work dismissal.
- h. It is the responsibility of each department to prepare the budget for Business Travel allowances, including but not limited to: **Diem Allowance, transportation** and

Page 7 of 10	<b>Employee Business Travel Policy</b>	ID HR 3.06
		Rev.
		Date: October 2015

**accommodation.**

Diem Allowances

On the day of Employee's departed from or arrived at his/her official workplace, allowance of Business Travel shall be calculated as follows:

- i. Departure time\* before 12.00 p.m. and/or arrival time\* after 12.00 p.m. shall be calculated as 1 (one) full day trip.
  - ii. Departure time\* after 12.00 p.m. and/or arrival time\* before 12.00 p.m. shall be calculated as a ½ (half) day.
- \* the time indicated on the ticket of transport mode
- iii. Employee must take same day flight for training/meeting held in the afternoon, except there is no same day flight schedule to the destination city.
  - iv. Employee must take the same day flight home for training/meeting finished in the afternoon, except there is no same day flight home schedule.
  - v. Employee conducting Business Travel with categorization as ½ (half) day trip will only entitled for 50% (fifty) of the standard daily allowance.

Transportation

- vi. Transportations for the Business Travel applied with following conditions:
  - To airport / seaport / train station from residence/office and vice versa
  - To destination city
  - Intercity and/or remote area
- vii. *To airport / seaport / station from residence/office and vice versa*, the Company will give cash advance based on actual reimbursement transport expenses if the Employee using reasonable public transportation mode (e.g. budget taxi, airport train/shuttle bus) maximum IDR 200.000, - one way.
- viii. *To destination city*, the Company give flexibility to Employee to choose transportation mode in order to reach the destination city (e.g. flight, train, ferry, shuttle bus). In order using flight transportation Employee is recommend to issued return trip flight ticket 2 (two) weeks prior the departure time to get Lowest fare of Preferred Airline (Promo Ticket with Fix Date, Fix Flight and Non

Page 8 of 10	<b>Employee Business Travel Policy</b>	ID HR 3.06
		Rev.
		Date: October 2015

Refundable). Ticket issuance less than 2 (two) weeks the Travel Agent will book the lowest fare of available airlines.

- ix. *Intercity and/or remote area* during Business Travel, subject to Line Manager's approval employee with job grade 7 (seven) and below with maximum amount IDR 300.000,- per day / other transportation mode in remote area (e.g. train, ferry, shuttle bus, rental, taxi)
- x. Reimbursement for Business Travel transportation costs covering: seaport/airport tax, travel insurance if applicable. Further details on transportation entitlements are provided in Appendix 1 point B transportation mode, attached to this Policy.

#### Accommodation

- xi. The accommodation network provider refer to the appointed Travel Agent with corporate rate ceiling, where the room category is to be defined by the accommodation provider. Further details are provided in Appendix 1 attached to this Policy.
- xii. Employee may accept a room upgrade if no additional cost from corporate rate/ceiling.
- xiii. Employee is allowed to use the same accommodation location with the Line Manager's approval, in the case of attending the same event, schedule, work/meeting location with Regulatory/Government and/or Director.
- xiv. Details on the Company's standard for domestic accommodation and other related expenses are provided in Appendix 1 attached to this Policy.

## **6. OVERSEAS BUSINESS TRAVEL**

- a. To destination country, In order using flight transportation Employee is recommend to issued return trip flight ticket 2 (two) weeks prior the departure time to get Lowest fare of Preferred Airline (Promo Ticket with Fix Date, Fix Flight and Non Refundable). Ticket issuance less than 2 (two) weeks the Travel Agent will book the lowest fare of available airlines.
- b. Administration cost occurs for the Business Travel assignment will be borne by the



Page 9 of 10	<b>Employee Business Travel Policy</b>	ID HR 3.06
		Rev.
		Date: October 2015

Company, i.e. the costs for obtaining and/or extension of passport, visa, including phone bills for business purpose during business traveling.

- c. Accommodation expense will be referred as per Employee job grades, and with ceiling rates based on corporate accommodation rate.
- d. Residence/office to airport to residence/office transportation will based on actual reimbursement or cash advance with maximum amount IDR 200.000,- (one way).
- e. Intercity and/or remote area during Business Travel, subject to Line Manager's approval employee with job grade 7 (seven) and below with maximum amount IDR 300.000,- per day / other transportation mode in remote area.
- f. Details on the Company standard for overseas accommodation, transportation, and other related expenses are provided in Appendix 1 attached to this Policy.
- g. In the event of Business Travels arranged directly by the Regional Office, the existing standards may be adjusted in line with Regional Office guidelines.

## **7. CLOSING**

- a. This Policy shall be effective as of the date mentioned above, provided that should there is any further needs and/or changes, the Policy shall be amended and/or supplemented accordingly.
- b. With the implementation of this Policy, all prior policies and/or guidelines related to this Policy are revoked.
- c. Discretion from the implementation of this Policy will only be accommodated with approval from Director.
- d. This Policy is the Company proprietary information. Any unauthorized disclosure, use or dissemination, either whole or partial of this Policy is prohibited unless for the Company interest purposes and obtained prior approval from the Company.

Page 10 of 10	<b>Employee Business Travel Policy</b>	ID HR 3.06
		Rev.
		Date: October 2015

## 8. APPENDICES

- a. Appendix 1 : Business Travel Entitlements
- b. Appendix 2a : Business Travel Requisition
- c. Appendix 2b : Business Travel Settlement
- d. Appendix 3 : Transportation Expense Claim Form
- e. Appendix 4 : Deduction Authorization Form
- f. Appendix 5 : Travel and Event Risks Guideline