 Savan Resorts	POLICY AND PROCEDURE	
	Department: Human Resources	
	Section : General Administration	
SR.HR.P.01.001	Policy : Business Travel and Reimbursement	
Supersedes Policy No : n/a	Issued on: 26 July 2017	Effective Date: 1 August 2017

Purpose:

This document serves as a guideline to govern the reimbursement of business travel, entertainment and other expenses incurred during the conduct of Savan Resorts business.

Business related expenses are those in which there is the expectation of deriving some current or future benefit for Savan Resorts, the employee is actively engaged in a business meeting or activity necessary to the performance of the employee's job duties, or, in the case of entertainment, there is a clear business purpose. Employees are expected to exercise prudent business judgment regarding expenses covered by this Policy.

Procedure:

1. All business travel arrangements with expenses must be supported by the written approval (**Travel Authorization Form – must be used**) and before the trip, authorized by respective HoDs, an email from HoD authorizing the travel is acceptable provided that the travel details are stated in the email. Travel Authorization Form should nonetheless be completed with the HoD's signature or authorizing email attached.
2. Original receipts / supporting documents are recommended for all expenses submitted for reimbursement. Expense reimbursement requests must include information stated below:
 - 1) Amount of the expenditure
 - 2) Time and place of the expenditure
 - 3) Business purpose of the expenditure
 - 4) Names and business relationships of individuals other than the employee for whom the expenditures were made (Preferably with photocopy of name cards provided)

Initiated By



Director of Human Resources

Verified By




Chief Financial Officer

Approved By



Chief Operating Officer

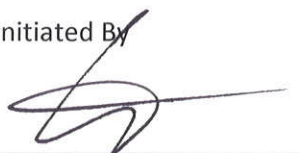
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Reimbursement requests lacking complete information will be returned to the requesting employee. Reimbursement requests shall also be promptly submitted in no event more than 30 days after the expense. Requests submitted after 30 days may be rejected.

3. To obtain approval, the expense reimbursement form together with required documentation must be submitted to the employee's immediate supervisor for review and signature approval. CFO may approve expense reimbursement in the absence of the employee's HoD. HoD approving the corresponding expense reimbursement is responsible for ensuring that the expenses reported are proper and reimbursable under the Policy, the expense reimbursement form has been filled out accurately and has the required documentation; and the expenses are reasonable and necessary.
4. Below points illustrate the reimbursable expenses as long as they are in compliance with applicable provisions of this policy and are for business purposes:
 - 1) Hotel or motel charges, related tax and service charge
 - 2) Airfare, train fare, bus fare, taxi and related tips
 - 3) Meals, related tax and service charge
 - 4) Business telephone calls
 - 5) Charges for internet connectivity at the hotel or motel
 - 6) If employee does not have a mobile phone, home calls of once per day of a reasonable length is acceptable
 - 7) Car rental expenses
 - 8) Toll and parking charges
 - 9) Conference and convention fees
 - 10) Business center costs (i.e., copying, faxing, etc.)
 - 11) Reasonable business entertainment expenses
 - 12) Other reasonable and necessary business expenses not specifically excluded by this

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The following expenses are NOT reimbursable (some example):

- 13) Airline club dues
- 14) First class and business class airfare
- 15) Hotel room movies, minibar or other forms of personal entertainment
- 16) Child care costs
- 17) Barbers / hairstylists / Make-up
- 18) Traffic fines or Losing Ticket
- 19) Cloths
- 20) Entertainment not related to a direct business meeting
- 21) Medicine (unless the illness caused by work, provable by doctor certificate only)
- 22) Massage
- 23) Personal travel portion during business trip
- 24) Sporting event
- 25) Toiletries
- 26) Luggage or briefcases
- 27) Excess baggage (unless prior approval is obtained)
- 28) Alcohol, unless consumed during legitimate business-related entertainment activities and reasonable portion
- 29) Parties and gifts for Savan Resorts employees

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses, which are not listed above, may be incurred. Each employee and supervisor must use his/her best professional judgment in determining if an unlisted expense is reimbursable under this Policy.

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5. Below are some requirements on expenses:

1) Travel Expenses

All employees are expected to travel coach/economy class, and are encouraged to search for the lowest available fare. Personal frequent flyer credits may be used to upgrade travel class; however, no reimbursement will be made and no contribution recorded on behalf of the employee for the business use of frequent flyer credits.

The cost of cancelling and/or rebooking of flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as a changed meeting date). Employees must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes.

2) Lodging

Prudent judgment should be used when selecting a hotel or guesthouse. A single room with a private bath in a moderately priced business class hotel or guesthouse is the expected standard.

For all lodging expenditures, hotel receipts must be submitted; credit card charge slips do not represent adequate supporting documentation.

Company will not reimburse an employee for separate travel costs associated with his/her spouse, partner, or friend. However, the cost of a shared hotel room need not be allocated between an employee and his/her spouse or partner for purposes of this Policy.

Reimbursement for lodging will not exceed \$70 USD per day. Any and all amounts above \$70 USD per day will be the sole expense of the employee. Example: if the employee chooses to stay in a hotel with a daily room charge of \$120 USD, the employee will only be reimbursed \$70 USD.

For all lodging expenditures, hotel receipts must be submitted; credit card charge slips do not represent adequate supporting documentation.


3) Meals

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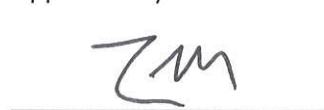
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When travelling overnight, employees will be reimbursed for three meals per day. Total daily meal expenses should not exceed \$30 USD for the employee travelling. **Note: THIS IS NOT A PER DIEM.** All meals expensed must have receipts. If total daily expense exceeds \$30 USD, the company may elect to not reimburse the excess amount.

When expensing meals, please note the following:

- *Detachable tabs from dinner checks are not considered valid receipts and will not be accepted. A register receipt or a copy of the dinner check must be submitted.
- *Alcohol is considered a non-reimbursable expense.
- *All meals should be entered under the correct date in the corresponding category (Breakfast, lunch, dinner). If there are multiple receipts for one meal, please list separately (Do not add).
- *Receipts should describe who attended and the business purpose. This information can be written on the back of the receipt itself or on the expense report.

6. Policy Exceptions:

Generally, any exception to this policy must have prior written approval of the employee's HoD and CFO. Requests for exception should document extenuating circumstances or proposed overall savings to Savan Resorts.

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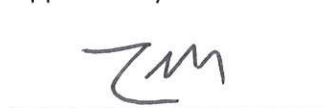
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