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**TRAVEL POLICY**

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		Signature	Date
<b>Prepared by:</b>	Human Resource Manager		8/6/15
<b>Approved by:</b>	Managing Director		

## AMENDMENT SHEET

Issue/ Revision Number	Subject of amendments	Reviewed by:			Authorized by:		
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**"Distinctive Shipping"**

## Introduction

- ❖ The custodian of this policy will be Human Resource Department.
- ❖ It covers staff travel guidelines while out of station on official duties.
- ❖ The custodians are responsible for sensitizing employees on the policy.
- ❖ They are also responsible to ensuring that it is adhered to.
- ❖ This policy guideline will apply unless it is revised.

## Objectives

- 1.0 To ensure that travel approvals are done appropriately.
- 2.0 To standardize travel allowance amongst the different cadres of employees.
- 3.0 To standardize accommodation rules and regulations.
- 4.0 To standardize the mode of transport among the different cadres of employees.
- 5.0 To ensure all employees of ESL adhere to the set procedures.

### 1.0 Travel Approvals

- 1.1 Request for travel approval to be accompanied by the official travel request form.
- 1.2 The Managing Director through the Human Resource Manager shall approve all Head of Departments travel.
- 1.3 The respective Head of Departments shall approve their respective staff travel.
- 1.4 All international travels shall be approved in consultation with the Managing Director.
- 1.5 All approved travel request shall be processed through the Human Resource Department.

### 2.0 Travel Allowance

- 2.1 Subsistence allowance will be as per job categories and will be communicated from time to time.
- 2.2 Human Resource Department to check and confirm an employee's correct job category and award travel allowance accordingly.
- 2.3 Any official amount spent above the stipulated Income Tax Act Cap 470 (per diem) must be accompanied by supporting documents
- 2.4 The below schedule indicates the allowance approved for each of the different cadre of employees;

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Job Groups	Local Travel Allowance per day	Mode of transport
E-1 to E-9	2,000.00	Air, road or rail
E-10 to E-11	1,500.00	Road or rail
E-12 to E-14	1,000.00	Road or rail

- 2.5 The per diem will cater for meals and other miscellaneous. All employees will be on bed & breakfast at contracted/authorized hotels through the Human Resource Department.
- 2.6 Any other expense on behalf of the company will be supported by documents for accounting purposes. These are taxi, extra meal costs, airtime and any other official miscellaneous expense. Laundry will be catered for personnel who have been out of station for a period of more than six days. Exceptional cases will be considered on a case-to-case basis.
- 2.7 The following will be the approved allowance/per diem for all persons travelling outside Kenya:
- Within Eastern Africa – USD.40 per day
  - Rest of Africa – USD.60 per day
  - Outside Africa – USD.80 per day
- 2.8 Accountability for all travel imprest to be done within three (3) working days upon return.

### 3.0 Accommodation rules and regulations

- 3.1 Human resource department shall coordinate to make hotel bookings for all staff on official travel.
- 3.2 Hotel accommodation shall be for the appointed person (employee) only.
- 3.3 Hotel accommodation days shall be as per the approved travel request form. Any extension of stay at the hotel must be pre-approved.
- 3.4 Accommodation in Kenya shall be on half board basis in approved hotels.
- 3.5 Accommodation outside Kenya shall be on bed & breakfast.

### 4.0 Mode of travel.

- 4.1 Mode of travel shall be as per the cadre of employees.
- 4.2 It shall be determined by the, urgency of the assignment and geographical location of the destination.

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- 4.3 All travel tickets will be purchased from the company's travel agent or directly from the respective travel service providers.
- 4.4 Human resource department will coordinate with admin to reserve for the travel tickets.
- 4.5 Human resource department to be informed of any travel cancellations immediately.
- 4.6 The company shall provide international travel insurance cover.

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7/10/15