

October 1<sup>ST</sup>, 2022

**EG DOMESTIC  
TRAVEL**

**ARETE**  
CONSULTING

**Intent:**

The of the Policy is to cover the Domestic Travel Arrangements for Arete Employees Located in Egypt during the Project Delivery time; either for implementation or Support that would take place at the client location and the employees would be required to spend the night outside their homes to fulfil the client needs and project delivery requirements.

**Policy:**

This Policy will Cover: Accommodation, Transportation and Per-diem expenses for Domestic travel within Egypt provided that the employee will relocate from his/her city “Cairo” to another city/ location and stay the night for 1 or more nights to complete the business requirements.

These Expenses is to be covered by the client as part of the Sales Agreement and/or Contract between them and Arete Egypt.

**1. Accommodation:**

This is fully covered by the company.

**Guidelines:**

The Accommodation should be in line our company’s standards to ensure meeting the acceptable /dignified living standards including their privacy, confidentiality, comfort and autonomy.

**An accommodation will be considered appropriate if:**

- It will result in an equal opportunity to attain the same level of performance or to enjoy the same level of benefits for all employees across Egypt
- It will offer a balance between affordability and amenities; for reference here are some examples:
  - The Hotel/Accommodation rating summary to be greater than **6**.
  - The grounds, appearance of the building, and furniture, walls, lighting fixtures, floor covering and carpets, bed linen and bedspreads, curtains or blinds, sanitary equipment and furnishings of the common rooms, guest rooms and hygiene facilities of the accommodation establishment shall be clean, Safe and in good working condition.
  - Accommodation establishments shall have power and water supplies and ensure the appropriate disposal of garbage and waste water.
  - The common rooms, guest rooms and hygiene facilities of the accommodation establishment shall be provided with natural or mechanical ventilation.
  - Fire safety instructions and an evacuation floor plan is available.
  - Toilets of an accommodation establishment shall be supplied with toilet paper and a garbage bin with a lid and disposable bags.
- **In Case of Booking Hotels:**
  - The Hotel shall supply appropriate Internet /Wifi Connection for the employees to be able to resume their work and meet the business requirements.
  - A parking lot or information on nearby parking spaces shall be available.

## 2. Transportation:

This is fully covered by the company in case the project/ client / business need is outside Cairo.

### Guidelines:

The Transportation should be in line our company's standards to ensure meeting the acceptable /dignified means of transportation ensuring comfort and autonomy.

### **A Transportation Mean will be considered appropriate if:**

- Its offering a balance between affordability and comfort, for reference here are some examples/Options depending on the destination:
  - a. The company can rent a car or a bus based on the number of travelling employees.
  - b. Or the company can book another mean of transportation like: Go Bus and/or Blue Bus depending on the destination since they also provide a comfortable and safe travel.
  - c. If there is no available Transportation mean, the company can agree with the Employee to use his/her personal car while the company will cover the related cost of travel represented in ***the Fuel & Mileage Reimbursement – This Option Require Pre-approval by HR and Delivery Manager***

### What is the Fuel & Milage Reimbursement “FMR”?

A reimbursement does not compensate employees to offset expenses but **actually pays back the employee for business use of a vehicle**. Vehicle reimbursements require business substantiation via mileage or actual expenses. This is what keeps the reimbursement tax-free

For Arete Employees Based on Egypt, the Fuel & Milage Reimbursement is calculated and presented in a Unified Rate per Distance in KM.

**The Approved FMR Rate is 1.25 EGP/ 1 Kilometer travelled using Personal Vehicle for Business Travel.**

*The Above FMR Rate was calculated based on the Average cost for using Personal Vehicles including an Average Estimated for different car types and models taking into consideration the Fuel Cost Per Liter, Regular Maintenance required every 10,000 KM in addition to regulatory Tire changes.*

Employees can expense the above Reimbursement via providing proof of the distant travelled for Business “i.e. copy of the dashboard odometer or google snapshot of the starting point and destination location,..etc”

- d. **In case, the travel duration from Cairo to the client sight is more than 7 hours:** then the company may provide Flight transportation provided that the cost is affordable and within the budget of the project.

### 3. Daily Per-Diem:

The company will issue a daily per diem allowance to the employees covering the expenses of Food, beverages, ...etc in addition to a compensation for travelling on site to the client location based on the following criteria:

- The Client Destination is outside Cairo/Giza/New Cairo Governess or nearby locations.
- The Employee will have to spend at least 1 night at the client location in the assigned accommodation.

The Daily Per-Diem Value is: 300 EGP/ Day “prorated based on the number of days” split into 2 categories:

- 150 EGP: For the expenses related to food or, beverages or, water ,...etc
- 150 EGP: as Travel compensation per night.

In case the client will be providing the food, beverages or water..etc for Arete Employees, then the Daily Per-Diem will be only 150 EGP.

#### **Important Note:**

- **Exceptions to the above policy that are dependent on the location/ site of the client and/or the available accommodation and transportation will be evaluated and discussed separately per case.**
- **In case, the employee would like to upgrade his/her Transportation or Accommodation, then he/she will have to cover the cost difference from his/her own pocket without the company’s involvements.**
- **In case of Paying any of the above approved expenses out of pocket, the employee will have to submit the related invoices/ receipts along with the expenses report to the accounting team for Reimbursements of any expenses based on the approved threshold limits.**