5.0 LOCAL AND INTERNATIONAL BUSINESS TRAVEL

- All arrangements for business trip within Malaysia and overseas must get prior approval from management.
- Staffs are expected to minimize travel-related expenses.
- For reimbursement purposes, all claims related to a business trip must be supported by receipts and be approved by the management.

5.1 PURCHASE WHILE TRAVELING

Purchases for business purposes must be prudently justified and supported by receipts. SALIHIN will not reimburse claims for purchases of gifts and personal items.

5.2 ADVANCES FOR OUTSTATION/OVERSEAS TRAVEL

5.2.1 A staff required to travel outstation/overseas in performing official function, or attending training courses,is eligible to apply for cash advances but subject to the limit required for accommodation and subsistence allowance for each staff.

The application for cash advance must be made at least three days prior to the date of travelling.

5.2.2 The staffis required to submit the claims for traveling, accommodation, subsistence and other allowances for outstation/overseas travel on or before 7th of the following month.

5.2.3 The staff’s claim shall, after verification by the relevant department, be off-set against the cash advances disburse earlier.

5.2.4 In the event of a surplus in cash advances given, the staff shall return the surplus amount to the SALIHIN. In the event the cash advances taken was less than the amount claimed, SALIHIN shall reimburse the difference accordingly.

5.3 TRANSPORTATION

5.3.1 A staff may travel using his own vehicle or other suitable means of transport as authorized by his Head of Department.

5.3.2 If a staff travels using his own vehicle, he is entitled to mileage claims (Refer 4.3). A staff is only allowed to claim the shorter distance from either his office or home to the destination, and vice versa.

5.3.3 If a staff travels by air, he is entitled for economy class tickets. In the event a ticket is not available for an economy class seat, and the staff is still required to travel, he may upgrade his ticket from an economy class seat to a business class seat, after obtaining approval from the management.

5.3.4 If a staff travels by train, he is entitled to the first class tickets.

5.3.5 If a staff travels by bus, taxi, rented car or other public transportation, the fares shall be reimbursed based on receipts.

5.3.6 If a travel itinerary changes, the staff shall make the necessary arrangement to process the changes. Any unused or partially used tickets should be returned to Human Resource Department.

5.3.7 A staff is not allowed to downgrade his entitlement to travel and make use of the difference in fares to support the traveling expenses for his spouse or family.

.4 ACCOMMODATION

5.4.1 A staff on overnight outstation duty shall be provided with appropriate accommodation by the Company.

5.4.2 Where accommodation is not provided by the Company, the staff may claim for one of the following:

5.4.2.1 Accommodation with receipts : staff may claim hotel/lodging expenses based on receipts but subject to his entitlement.

5.4.2.2 Accommodation without receipts : where receipts cannot be produced, a staff may claim according to his entitlement with prior approval from management.

5.4.3 Entitlement for claims for accommodation with receipts and without receipts as follows:

A. Within Peninsular Malaysia

Category	With Receipts	Without Receipts
Senior Manager/ Manager	Actual bills up to a maximum of RM200 net per night	RM100 per night
Executive	Actual bills up to a maximum of RM 150 net per night	RM70 per night

B. Within East Malaysia

Category	With Receipts	Without Receipts
Senior Manager/ Manager	Actual bills up to a maximum of RM250 net per night	RM125 per night
Executive	Actual bills up to a maximum of RM200 net per night	RM100 per night

C. Overseas

All Categories	Actual bills at hotels authorized by the Company

5.4.4 If SALIHIN has provided an appropriate accommodation, the staff is not entitled to claim for accommodation expenses either with or without receipt.

5.4.5 When a guaranteed reservation has been made and there is a change in itinerary or schedule, it is the staff's responsibility to cancel the reservation before the deadline imposed as some hotels charge for cancellation or no-show costs per the stipulated times.

5.5 SUBSISTENCE ALLOWANCE

5.5.1 A staff on overnight outstation duty at least hundred(100) km away from his normal place of work shall be paid subsistence allowance as follows:

5.5.1(a)West Malaysia

Meal Allowance	Breakfast (RM)	Lunch (RM)	Dinner (RM)	Total (RM)
	5	10	5	20

Outstation Allowance	RM30.00 per day

5.5.1(b) East Malaysia (Sabah and Sarawak)

Meal Allowance	Breakfast (RM)	Lunch (RM)	Dinner (RM)	Total (RM)
	10	10	10	30

Outstation Allowance	RM30.00 per day

5.5.2 The above allowance shall be calculated based on number of days commencing from the time of departure of the staff either from his home or office wherever is nearer.

5.5.3 A staff whose outstation duty exceed eight (8) hours and at least hundred (100) km from his normal place of work but does not require an overnight stay will be paid half of the daily subsistence allowance.

5.5.4 For a staff whose outstation duties are less than eight (8) hours, and does not require an overnight stay will not be eligible for subsistence allowance irrespective of distance.

5.5.5 SALIHIN will deduct the respective meal allowance of the employee is being entertained or claiming for the entertainment meal are being or provided by the Hotel and it is also applicable to employees who are attending courses where the meals are provided as part of the course.

5.6 TELEPHONE/TELEX/TELEGRAPH/E-MAIL

5.6.1 Business Calls

5.6.1.1 All telephone/telex calls made from home or whilst overseas on official business will be reimbursed on actual bills.

5.6.1.2 All claims for telephone, telex and telegraph charges must indicate the purpose of the call and the person contacted.

5.6.2 Personal Calls

5.6.2.1 The Company will reimburse staff for personal calls made while on official business trip within the following limits:

Type of Call	Local (Malaysia, Singapore and Brunei)	International
Frequency	Two call for a maximum period of ten (10) minutes per day.	One call for maximum period of five (10) minute every 2 days

5.7 INCIDENTAL EXPENSES

5.7.1 Parking Charges

5.7.1.1 Staff will be reimbursed on parking charges incurred while working outstation for short periods of time.

5.7.1.2 If a staff is expected to be at the designated place for a long period, he is expected to make his own arrangement for monthly or weekly parking facilities.

5.7.1.3 The Company will reimburse the actual amount incurred as per receipts/tickets.

5.7.2 Toll Charges

Staff will be reimbursed on the actual amount of toll charges incurred based on receipts/tickets while on official business trip.

5.7.3 Airport Taxes

These taxes are usually incorporated in the price of the air ticket. Should they be incurred separately, the Company will reimburse the staff the actual amount incurred based on receipts.

5.7.4 Service Taxes

Staff will be reimbursed the actual amount of service taxes based on receipts.

5.7.5 Tips and Portage

Staff may claim up to 10% of the total subsistence claims for such expenses where they are incurred.

5.7.6 Laundry Expenses

5.7.6.1 When a staff is required to work overseas for more than five days, he may claim actual laundry expenses incurred. Laundry expenses exclude of dry cleaning.

5.7.6.2 Staff will be reimbursed based on receipts and the amount claimed should not be more than 20% of the accommodation allowance claimed.

5.7.7 Excess Baggage (Official Items Only)

SALIHIN encourages official documents and/or items to be transported through the most cost effective means. However, if the documents or packages have to be hand-carried by the staff in the aircraft, the staff may claim for excess baggage charges (if incurred) as per receipts.

5.7.8 Loss in Foreign Exchange

Any loss incurred on currency conversion for the Company will be reimbursed based on the prevailing exchange rate at the time of transaction.

5.7.9 Taxi Fare

SALIHIN shall reimburse the taxi fares incurred while performing Company duties.

5.8 ILLNESS

5.8.1 The cost of medical services and medicines incurred while on business trip will be reimbursed by the Company.

5.8.2 Should hospitalization be deemed necessary, the staff should notify the Human Resource Department of such needs.

5.9 BUSINESS TRIP REPORT

5.9.1 Upon returning from a business trip, the staff is required to submit an official report about the trip which should include, inter-alia, the purpose/s of the trip, the itinerary and any other relevant information.

5.9.2 The staff shall submit the report to his immediate superior with copies extended to the Managing Director and the Human Resource Department within one week from the date of return.

5.10 INTERNATIONAL TRAVELING

5.10.1 Air Travel

Economy Class, subject to the availability ticket or employee can upgraded to Business Class after obtaining approval from management.

5.10.2 Hotel

Employee may claim the actual bill or subject to Management Decision.

Job Grades	Hotel Coverage
Top Management	5 Star
Management	4 Star
Middle Management and below	3 Star

5.10.3 Transportation

Employee may claim the actual bill or subject to Management Decision.

5.10.4 Telephone

5.10.4.1 Business Calls

(i) All telephone/telex calls made from home or whilst overseas on official business will be reimbursed on actual bills.

(ii) All claims for telephone, telex and telegraph charges must indicate the purpose of the call and the person contacted.

5.10.4.2 Personal Calls

SALIHIN will reimburse staff for personal calls made while on official business trip within the following limits:

Type of Call	Singapore and Brunei)	International
Frequency	Two call for a maximum period of ten (10) minutes per day.	One call for maximum period of five (10) minute every 2 days

5.10.5 Incidental Expenses

(i) Parking Charges

- Staff will be reimbursed on parking charges incurred while working outstation for short periods of time.
- If a staff is expected to be at the designated place for a long period, he is expected to make his own arrangement for monthly or weekly parking facilities.
- SALIHIN will reimburse the actual amount incurred as per receipts/tickets.

(ii) Toll Charges

- Staff will be reimbursed on the actual amount of toll charges incurred based on receipts/tickets while on official business trip.

(iii) Airport Taxes

- These taxes are usually incorporated in the price of the air ticket. Should they be incurred separately, the Company will reimburse the staff the actual amount incurred based on receipts.

(iv) Service Taxes

- These taxes are usually incorporated in the price of the air ticket. Should they be incurred separately, the Company will reimburse the staff the actual amount incurred based on receipts.

(v) Tips and Portage

- Staff may claim up to 10% of the total subsistence claims for such expenses where they are incurred.

(vi) Laundry Expenses

- When a staff is required to work overseas for more than five days, he may claim actual laundry expenses incurred. Laundry expenses exclude of dry cleaning.
- Staff will be reimbursed based on receipts and the amount claimed should not be more than 20% of the accommodation allowance claimed.

(vii) Excess Baggage (Official Items Only)

- SALIHIN encourages official documents and/or items to be transported through the most cost effective means. However, if the documents or packages have to be hand-carried by the staff in the aircraft, the staff may claim for excess baggage charges (if incurred) as per receipts.

(viii) Loss in Foreign Exchange

- Any loss incurred on currency conversion for the Company will be reimbursed based on the prevailing exchange rate at the time of transaction

(ix) Taxi Fare

- SALIHIN shall reimburse the taxi fares incurred while performing Company duties.

5.10.6 Illness

- The cost of medical services and medicines incurred while on business trip will be reimbursed by the Company.

- Should hospitalization be deemed necessary, the staff should notify the Human Resource Department of such needs.

5.10.7 Business Trip Report

- Upon returning from a business trip, the staff is required to submit an official report about the trip which should include, inter-alia, the purpose/s of the trip, the itinerary and any other relevant information.

- The staff shall submit the report to his immediate superior with copies extended to the Managing Director and the Human Resource Department within one week from the date of return.

5.10.8 Subsistence Allowance

The quotation travel allowance shall be payable only if the outstation travel involves overnight stay or if the duration of the trip is more than eight hours from the time of departure to time arrival at state/country of workplace.

Based on destinations of travel and Job Grades, Table as below:

Countries	17 and Above	16 and below
Singapore, Philippines and Brunei	USD 45	USD 35
Indonesia, Thailand, Vietnam and Myanmar	USD 35	USD 25
Japan	USD 80	USD 70
USA, UK, Canada, Europe, and Northern Ireland	USD 70	USD 60
China, Hong Kong, Taiwan and Korea	USD 50	USD 40
India, Pakistan, and Sri Lanka	USD 40	USD 30

Australia and New Zealand	USD 60	USD 50
South Africa and Other African Country	USD 45	USD 35
Latin American Countries	USD 40	USD 30