

Title: Business Travel Policy

Procedures & Forms

Business Travel Request Form (www.kojhr.com)
Business Expenses Liquidation Form (www.kojhr.com)
Cash Advance form (www.kojhr.com)

Effective Date:

This version supersedes all previous policy and practices related to Travel Policy. This policy is effective 18th January 2015.

Background

KOJ Group LLC (the “Group”) has established a travel policy for all employees of (the “Group”) to ensure consistency of travel arrangements aiming to maximise efficiency, minimise cost, wherever possible

Scope

All employees under the umbrella of the “Group” are governed by this policy.

Policy and Procedure

The Group has appointed two approved travel agents who will handle the company’s travel requirements Particularly relating to all flights and hotel bookings. This is to ensure that we maintain costs and time efficiencies.

Underlying this policy are some fundamental Group objectives:

Employees are required to secure all written approvals before sending requests to Support Services to make any bookings on their behalf. The travel requisition form must be completed by the employee and approved by the Line Director.

Group employees are responsible for obtaining their own Visas in advance to the country they are travelling to. The HR/Legal Department will provide necessary company documents required for visa processing. Group employees are expected to plan to avoid excess baggage charges.

The Group will not be responsible for employee expenses for personal travel. Group employees are not expected to have their spouses, children or friends accompany them on a business trip.

Personal vacation travel may be combined with business travel, provided there is no additional cost to (the “Group”) and the employee has appropriate approval from his or her Line Director. This approval must include the submission of annual leave form for approval before the date of travel.

All leave should be submitted at least 5 working days in advance. Should any leave be requested within this timeframe written approval from CFO should be given

1. Business Travel

Prior to any tickets being issued by the group travel agent, a Travel Requisition Form approved by the line manager and Line Director must be completed for each journey to be undertaken. The form must be completed in advance prior to the travel booking being made and it is the traveller’s responsibility to ensure that prior approval and authorization is obtained ahead of time.

Only when the Travel Requisition form has been approved and authorised will the Support Service team issue the ticket. Flight eligibility will be determined by price and availability and not any other criteria, not limited to airline, loyalty or credit card schemes for airlines, hotels, car rental. This includes the use of low cost airlines

Where Managers or employees are travelling on business outside the country they are based, no Time in Lieu or overtime can be claimed for additional hours worked, or work conducted across a weekend whilst travelling. This will be subject to review by the Line Director

If an employee is flying back from an International destination, the following expectations are to be achieved:

- Flight returns in Before 2am in the morning – Employee is expected in work by 10am
- Flights returning in after 2am and before 8am in the morning – Employees are requested to travel home, and return to office by 1pm
- Flights arriving in after 8am and before 530pm Employees are expected to return directly to work.

Business Trips are categorized as per the below table:

<u>Level</u>	<u>Class</u>
Directors	Business Class Travel
All other employees	Economy Class Travel

1.1 Travel Insurance

All Group employees while travelling on company business are covered under the existing Annual Business Travel Insurance of the “Group” insurance provider. Any insurance or cover required which is not automatically incorporated in this policy must be requested in advance by the employee on the prescribed Travel Requisition Form.

1.2 KOJ Countries of Operations visit visa

The Group is not legally entitled to issue visit visas to the countries where KOJ has stores. Therefore, your travel form must clearly identify the need for a visit visa when travelling to these countries, and allow a minimum of 5 working days to process through the HRD.

1.3 Hotel Bookings

All reservations for hotels in the major cities in the GCC will be made by The Support Services Centre from an approved list of negotiated hotel rates.

Employees should always aim to reach their destination on the same day as the event or meeting they are attending. In any case (the “Group”) will only be liable to reimburse for one additional days hotel expenses incurred by the employee prior to the actual event or meeting.

Employees who expect to arrive at a hotel after 1800 are required to notify the hotel of late arrival in order for the booking to be protected. It is the employee’s responsibility to ensure that appropriate identity is produced at check-in to ensure that (the “Group”) corporate rates are obtained. All hotel accounts should be settled by the employee up on check-out.

Country	Hotel Name	Level	Approved
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Bahrain	BAHRAIN - SHERATON	A- Directors	✓
		B- Department Heads	
		C- All other employees	
	BAHRAIN - ELITE GRAND SEEF	A- Directores	
		B- Department Heads	✓
		C- All other employees	✓
Kuwait	KUWAIT - HOLIDAY INN KUWAIT - JW MARRIOTT	A- Directors	✓
		B- Department Heads	
		C- All other employees	
	KUWAIT - FOUR POINTS SHERATON	A- Directors	
		B- Department Heads	✓
		C- All other employees	
	KUWAIT - MOEVENPICK	A- Directors	
		B- Department Heads	
		C- All other employees	✓
Oman	OMAN - HOLIDAY INN	A- Directors	✓
		B- Department Heads	
		C- All other employees	
	OMAN - GOLDEN TULIP	A- Directors	
		B- Department Heads	✓
		C- All other employees	✓
Qatar	DOHA - MARRIOT MARQUIS	A- Directors	✓
		B- Department Heads	
		C- All other employees	
	DOHA -MOEVENPICK	A- Directors	
		B- Department Heads	✓
		C- All other employees	✓
UAE	DUBAI-LE MERIDIEN AIRPORT	A- Directors	✓
		B- Department Heads	
		C- All other employees	
	DUBAI- AL RODA HOTEL	A- Directors	
		B- Department Heads	
		C- All other employees	✓
	DUBAI - BIN MAJID RAK	A- Directors	✓
		B- Department Heads	✓
		C- All other employees	✓
KSA	LE MERIDIEN JEDDAH	A- Directors	✓
		B- Department Heads	
		C- All other employees	
	MOEVENPICK JEDDAH	A- Directors	

	B- Department Heads	✓
	C- All other employees	
BOUDL TRADING COMPANY ABHA	A- Directors	✓
	B- Department Heads	✓
	C- All other employees	
GOLDEN TULIP ALKHUBAR HOTEL KHOBAR	A- Directors	✓
	B- Department Heads	✓
	C- All other employees	✓
LE MERIDIEN Khobar	A- Directors	✓
	B- Department Heads	
	C- All other employees	
MARRIOTT HOTEL RIYADH	A- Directors	✓
	B- Department Heads	
	C- All other employees	
COURTYARD MARRIOTT RIYADH	A- Directors	
	B- Department Heads	✓
	C- All other employees	
FOUR POINTS BY SHERATON RIYADH KHALDIA	A- Directors	
	B- Department Heads	✓
	C- All other employees	✓

1.4 Ground Transportation for travellers

All (the “Group”) employees should ensure that they make arrangements to be collected at airports by other Group employees where possible. In the event that no one is available for collection, then all reasonable taxi costs will be reimbursed.

2. Recoverable Business Expenses

Travel expenses which are ordinary and necessary to accomplish the official business purpose of a trip are eligible for reimbursement. These reimbursable expenses would normally include:

- **Telephone/Mobile charges:** Personal call from foreign countries is allowed for a three to a five minute call per night away.
- **Taxi fares:** Taxi fares including tip, are allowed when the use of public transportation or airport shuttle service is impractical or not available. Taxi fares are only reimbursable when supported by receipts.
- **Parking and toll charges:** When required so that an employee can conduct his or her business, will be reimbursed on submission of receipts.
- **Privately owned vehicles:** When privately owned vehicle are used for company business, a detailed log is required with date, mileage and business purpose of the trip. The company pays 75 fills per kilometre (for UAE & GCC employees and 0.99AED / km or MAD2.54/km and will only be applicable for journeys made in personal cars when in Morocco.
- This does not apply however when coming to or from the office. In addition any fines incurred are not reimbursable. Detailed information can be found by referring to the “ Company Car Policy” (www.kojhr.com)

- **Rental Cars:** are acceptable when no other cost efficient alternative is available and the distance to be travelled is significant. No high end or four wheel drive cars are permitted. Petrol, parking charges, insurance, toll charges, apart from traffic fines are recoverable.
- **Meals:** If not included in the hotel invoice meals will be reimbursed at the lower of the actual amount incurred. All meal reimbursements require a receipt. Below is the maximum daily entitlement:

Designation	Allowable Amount
Directors	AED All reasonable expenses
Department Heads	AED 250
All other employees	AED 150

2.1 Proof of Expenditure

All cash withdrawals must be fully supported by vouchers and invoices and reconciled to expenditure by the individual traveller in order to receive reimbursement. Claims for reimbursement without fully documented support may be declined by the "Group".

3. Non reimbursable expenses:

The company will only pay necessary expenses related to the purpose of the business trip, other expenses such as the below are not reimbursable.

- Fines for automobile violations
- Lost / stolen property and cash
- Expenses not related to performance of travel assignment
- Hotel movie rentals, Mini bars, personal gifts and Entertainment
- Fitness or leisure expenses, Newspapers and magazines
- Tips and Porter Services
- Laundry (unless length of stay is more than 7 nights)
- Consumption of alcoholic beverages, unless consumed alongside a dinner with supplier, and in moderation

This list is not exhaustive and the Line Director will make the final decision. Should you have any doubt, please ask the Finance Department before you travel.

4. Travel involving long distances

Any employees required to drive more than 250 Kilometres on any given day is permitted to stay overnight in a hotel nearby and drive back to their location in the morning once they have a chance to rest.

Should there be a nearby airport, the company would prefer for individuals to fly rather than drive the long distance

All rental cars should be medium size, similar to Honda Accord, Toyota Camry, Nissan Altima

Should there be a necessity to travel during the night, the company would prefer for all employees to travel on main highways that are well lit and to avoid traveling on rural roads where there may be limited street lights and visibility. If you are to be driving from remote locations (where highways are not always available), the company's preference would be for you to stay in a hotel and return the next morning in daylight when you are refreshed.

5. Liquidation Process:

All expenses should be liquidated within 3 working days of return from business travel. Any cash Payable and receipts obtained during the business travel should be handed over to Finance Department. Expenses incurred in foreign currencies shall be converted into the local currency using current conversation rate.

Any pending cash advances will be deducted from the employee's salary.

Maintenance and amendment of the policy

As with all Group policies (the "Group") may amend this policy at its discretion at any time.