

Brief	It is the policy of the company to provide guidelines for business travel for employees and non-employees who are associated with the company.
Purpose	To provide business trip guidelines for all the employees and non-employees who are required by the business.
Persons Affected	Covers all employees in operating cities and branches OMN, who travel.
Responsibilities	Human Resources and Finance Departments
Guidelines	<u>Travel Approval:</u> Prior to any travel, a trip justification indicating the purpose and itinerary of the trip must be presented and approved by the Direct Manager as per the Levels of Authority (LOA). Any amendments to the travel trip should be approved by the same Manager, or by his superior or any other manager who has the Authority as per the LOA, if he is not available. A Business Travel request should be submitted to HR prior approval. The Business travel request should be submitted to HR at least 10 working days prior to business travel, to process travel needs and allowance in advance. Business travel allowance will be paid based on the actual working days; hence travelling days will not be counted while paying the business travel allowance. <u>Travel Entitlement and Ticket Classes:</u> Company will provide free air ticket or other means of transportation for its employee, associate/guest and interviewee as per this policy. Refer to Business Travel Entitlement Table. The entitlement for Airline ticket class for all positions is outlined in Business Travel Entitlement Table as a maximum I.e. if the class ticket is not available – the class will be downgraded except Chairman, CEO & MD Level. The potential candidate who will be travelling for his scheduled interview with company management will be booked an economy class irrespective of his position and grade.

Travel Grade		Grade 10	
Details	Code	Travel Class	Amount
Per Diem/ Oman	1	Business Class	65
Per Diem / Middle East	2		85
Per Diem / USA & Europe	3		95
Travel Grade		Grade 8 To 9	
Details	Code	Travel Class	Amount
Per Diem/ Oman	1	Economy Class	65
Per Diem / Middle East	2		75
Per Diem / USA & Europe	3		95
Travel Grade		Grade 7	
Details	Code	Travel Class	Amount
Per Diem/ Oman	1	Economy Class	40
Per Diem / Middle East	2		57
Per Diem / USA & Europe	3		75
Travel Grade		Grade 5 To 6	
Details	Code	Travel Class	Amount
Per Diem/ Oman	1	Economy Class	35
Per Diem / Middle East	2		55
Per Diem / USA & Europe	3		70
Travel Grade		Grade 1 To 4	
Details	Code	Travel Class	Amount
Per Diem/ Oman	1	Economy Class	30
Per Diem / Middle East	2		45
Per Diem / USA & Europe	3		62

Per diem eligibility within the travel of OMAN is applicable to all cities where the travel distance is exceeding 350 KM.

Per diem eligibility within Oman travel is applicable to all Oman with all areas in Oman. Travel for the purpose of attending training sessions outside the country, air ticket will be on economy mode for all positions.

For the setup, monitoring, review, assessment, training and audit of International Business Unit (IBU) following will apply:

- Prior understanding between Department Head and Country General Manager, Reason for the trip, number of days and estimated cost of the trip.
- Department Head after Country General Manager understanding should take approval for Budget Exception from Director - IBU.
- Scan / attach these documents (a) Country General Manager/Dept. Head understanding and (b) Director - IBU exception approval and request for approval to HR.
- All travel related to location setup, monitoring, review, assessment, training and audit would be on economy mode for all positions.
- Per Diem will be as per existing policy; in case cheaper accommodation is arranged by Head Office location, then only 50% of the Per Diem amount will be paid.

Hotel Accommodation:

For grade 7 and above if the per diem is not able to cover hotel accommodation charges, then the company will pay the full hotel accommodation charges up to OMR 51 per day plus 50% of per diem for food and local transportation.

When an employee is attending external training/seminar and the cost for the course includes accommodation and full-board at the same venue, no daily allowance will be paid.

Expenses:

Those employees who are not on permanent residence visa are entitled to a per diem when they travel to other countries for processing permanent residency visa. Any visa or medical costs can be claimed as actual. In these cases, per diem will not be paid more than five (5) days irrespective of employee staying period for the same purpose.

For travel by company car to direct destination less than 300 Km (round trip starting from origin city limits to the destination city limits only) company will pay only the actual cost of fuel expenses.

	<u>Long Duration Business Travel:</u> Any travel exceeding fifteen (15) days is classified as a long duration business travel and is not covered by the per diem. In such cases, the payment will be pro- rated basis over the complete duration of the trip at the rate of OMR 350/- per month. <u>Other Areas:</u> • Business Travel during vacation is not allowed. • Routine Business Travel request will not be entertained for any business travel before and after seven {7} days of company holidays.
Forms	Business Travel Request to HR
General	Any exception to this policy must be approved by the Managing Director.