

STANDARD OPERATING PROCEDURE	CODE: AP - 004		PAGE: 1 of 2
	EFFECTIVE:		UPDATE NO.:
	INITIATED BY: PRIMA CONSULTANT CO., LTD.		DEPT./SECTION:
	REVIEWED BY:		
	APPROVED BY:		
	SUBJECT:	TRAVEL & EXPENSES REIMBURSEMENT	

OBJECTIVE:

To define company policy with respect to reimbursement of expenses incurred by employees for business purposes.

POLICY:

PROCEDURE:

1. Authorization and reporting

A travel authorization form should be prepared in advance and approved by the general Manager and Financial Controller. For Cluster or Group roles, the authorization will be approved by Direct Reporting person.

Reimbursable expenses must be tested for reasonableness and necessity.

Financial Controllers must review employee expenses for any items that the employee may be liable to pay tax on and ensure that local tax reporting requirements are satisfied.

2. Settle of expense

Personnel must settle all hotel expenses upon checkout using their corporate credit card, and if not available be personal credit card or cash.

3. Expense claims

Expense claims must be presented for payment no later than 7 days within return back from travelling or which the expenses were incurred.

- The purpose of the trip should be clearly defined.
- Expenses should be reported on a daily basis.
- Original receipts are required for expenses.
- Meals and entertainment charges must include the names of people entertained, affiliation and purpose.

4. Foreign Exchange

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Foreign exchange receipts must be submitted with the expense claim to support exchange rates used for translation. Month-end exchange rates are to be used in the event an exchange receipt is not obtained.

5. Approvals

The General Manager and Financial Controller will approve all reimbursement all expense claims for hotel personnel. The Director of Finances must approve expense claims for the General Manager, Financial Controller. For Cluster or Group roles, the expense claim will be approved by Direct Report

Chief Accountant

Date

Financial Controller

Date

Director of Finance

Date