



Policy - Process – Procedure

POLICY TITLE : HOME TRIP (GROUP)
POLICY NO. : CO 8.4
REVISION NO. : 00
ENTITY : CORPORATE / GROUP
DOCUMENT OWNER : HR

REV NO.	DESCRIPTION OF CHANGE	ORIGINATOR	RELEASE DATE
00	New Release	HR	27 Jun 2024



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1.0 Purpose

- 1.1 To define the entitlement of home trip benefits for employees on overseas assignment.

2.0 Scope

- 2.1 This policy applies to all employees across **all** countries.
- 2.2 This policy applies to employees who are eligible for home trip(s) as stipulated in their employment contract or other similar agreement.

3.0 Policy Details

3.1 Home Trip Benefits

- 3.1.1 The cost of return airticket to and fro the home and host country shall be reimbursable according to the budget as indicated in Appendix 2, Air Budget.
- 3.1.2 Traveler shall apply his/her annual leave for the duration of the home trip.
- 3.1.3 Subject to the host/home country regulations, the cost of air tickets for the home trip shall be declared as taxable benefit in kind to the respective country's tax department.
- 3.1.4 Traveler who wishes to travel to another destination other than his/her home country, shall get the change in destination pre-approved by the approver as per the matrix 4.2.3. and the cost of the trip shall not exceed the cost of home trip.
- 3.1.5 If the cost of the trip exceeds the cost of home trip, the difference in cost should be borne by the traveler. Traveler is required to work out a price comparison, showing the difference between the home trip and the change in destination to seek for exception approval.
- 3.1.6 Home trip not taken during the year shall be forfeited and cannot be accumulated to cover the additional cost for the change in destination other than the home country.

3.2 Travel Authorization

- 3.2.1 Before any booking of flights and hotels, all travelers must obtain approval for travel via the Travel Request Form (TRF). TRF is to be completed at least seven (7) days before the proposed travel date.
- 3.2.2 Travelers to ensure all relevant information are being filled in the TRF clearly, stating any exceptions that would require additional approval.
- 3.2.3 Travel requests must be properly approved according to the below approval matrix. In the event the air-tickets exceeded the company's budget, prior exception approval must be sought before confirming the bookings:



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BU/FUNCTION APPROVAL MATRIX

CATEGORY	NORMAL APPROVAL	EXCEPTION APPROVAL
	<i>(either 1 of the approvers indicated)</i>	
All Job Grades below BU or Function Head	HOD	Executive Director / Regional Head
BU/Function Head & above	Direct Manager	Executive Director / Executive Chairman

COUNTRY APPROVAL MATRIX

CATEGORY	NORMAL APPROVAL	EXCEPTION APPROVAL
	<i>(either 1 of the approvers indicated)</i>	
Below Local HOD	HOD	Country Head
HOD	Country Head	Regional Head
Country Head	Regional Head	Executive Director

3.2.4 Once approved, traveler shall forward the approved TRF to Human Resource Department to verify the eligibility of the home trip.

3.3 Travel Insurance

The Company will be responsible for obtaining travel insurance for all travelers on home trip(s).

3.4 Air Transportation

3.4.1 Travelers' Notes

- Travelers are advised to plan their trip and book all air-tickets in advance to secure cheaper tier rates. Last minute booking is not encouraged.
- Travelers to take note of any cancellation/Schedule Change Policy of the respective airlines when doing booking.

3.4.2 Booking of flights by traveler

3.4.2.1 Traveler is required to book air-tickets online according to the budget for flights as indicated in Appendix 2, Air Budget

3.4.2.2 Traveler is encouraged to book on cheaper fares and utilize budget airlines where possible for short distance flights (i.e. 1 – 3 hours). Purchasing Meals on board and baggage capped at 20 kg will be reimbursable.

3.4.2.3 Traveler will be responsible for booking all air-tickets and make changes in flight schedules when required, due to changes in business meetings/dealings, having his/her approving manager's agreement. Where costs exceeds the budget by SGD 300, exception approval should be obtained.



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3.4.2.4 Traveler will book and pay in advance for the air tickets and make the necessary claims with approved TRF.

3.4.2.5 Traveler will have to approach his/her respective Local Procurement for booking of air-tickets in the event that they are unable to do the booking successfully.

3.4.3 Unused Tickets/Airline Refunds

In the event that a portion of a ticket is unused, or an entire trip is cancelled, traveler is required arrange for refund from the airline. Unused tickets are transferrable, hence to be used for another trip, where possible.

3.4.4 No Show/Lateness

In the event that a traveler misses a scheduled flight, the traveler is responsible for any penalty fees such as no-show fee and/or any flight re-scheduling fee. Such penalty fee will not be reimbursable by the Company.

3.4.5 Frequent Flier Awards

Frequent traveler miles/awards (air, hotel and car rental) may be retained by the traveler. However, travel plans are not allowed to be changed to receive additional miles and/or awards for travelling on certain airlines. Should there be any change of travel plans to accommodate receipt of frequent flier awards, any excess expenditure incurred will be borne by the traveler.

3.4.6 Substitution of Expenses

Substitution of expenses is allowed when the total cost incurred by the Company is lower. For example, traveler may be able to get lower cost airfare that requires a Saturday night stay. If so, the Company will reimburse for reasonable additional hotel and meal cost provided the total cost incurred is lower.

3.5 Land Transportation

3.5.1 Drive own vehicle

3.5.1.1 Traveler who opt to use their own vehicle as a mode of transportation to travel inter-countries for home trip(s) shall be eligible to claim mileage at the following rates:

VEHICLE	MILEAGE / KM
Motorcar	SGD 0.55 per kilometer
Motorcycle	SGD 0.20 per kilometer

3.5.1.2 Traveller is allowed to claim mileage for travels between accommodation in host and home country.



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3.5.1.3 Traveler's mileage claim shall be based on the shortest route from the google map regardless of traffic conditions.

3.5.1.4 Incidental expenses such as TOLL fees incurred relating to the home trip shall be reimbursed in full by the company. Such expenses must be supported by documentary evidence, such as receipt, etc.

3.5.1.5 The company shall not be liable and responsible for the following:

3.5.1.5.1 Take up car insurance including all cost and expense relating to Car insurance;

3.5.1.5.2 Traffic fines incurred by the traveler whilst using his /her own vehicle.

3.5.1.5.3 Damage or loss of traveler's vehicle or third party's vehicle during the home trip.

3.5.1.6 While traveling on Motorcycle may be convenient under certain circumstances, travelers are discouraged to travel on Motorcycle as far as possible for trips exceeding 100 kilometers, in consideration of their personal safety.

3.5.2 Train / Rail / Bus Travel

3.5.2.1 Traveler who opt to travel by train/rail/bus to inter-countries for home trip shall be entitled to seek full reimbursement from the company. Such expenses must be supported by documentary evidence, in form of receipt.

3.5.2.2 Traveler shall make all reservations/bookings for the respective ride(s) and ensure punctuality to avoid any missing of ride, failing which traveler shall make good any additional expenses incurred to get another ticket and such additional expenses are not claimable.

3.6 Home Trip Expenses Claims Procedure

3.6.1 After traveler returns from the trip, he/she shall fill in the Expenses Claim Form and attach original receipts with approved TRF for approval, within seven (7) days of returning to base office. After approval, Expenses Claim Form will be forwarded to Finance Department for reimbursement of claims within thirty (30) days from date of submission.

4.0 Attachments

- Appendix 1 Travel Requisition Form
- Appendix 2 Air Budget
- Appendix 3 Expenses Claim Voucher

5.0 Reference Materials

- 5.1 Overseas Business Travel
- 5.2 Overseas Assignment



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Appendix 2

AIR BUDGET

Embark From	Destinations	All-In Budget Cap – Air (Return)	Embark From	Destinations	All-In Budget Cap – Air (Return)
Singapore Outbound	SIN/KL/SIN (KUALA LUMPUR)	SGD 250	Singapore Outbound	SIN/TSN/SIN (TIANJIN)	SGD 900
	SIN/PEN/SIN (PENANG)	SGD 250		SIN/PEK/SIN (BEIJING)	SGD 1,100
	SIN/JKT/SIN (JAKARTA)	SGD 300		SIN/CKG/SIN (CHONGQING)	SGD 600
	SIN/SUB/SIN (SURABAYA)	SGD 300		SIN/SZX/SIN (SHENZHEN)	SGD 500
	SIN/SRG/SIN (SEMARANG)	SGD 450		SIN/CHENGDU/SIN	SGD 700
	SIN/BKK/SIN (BANGKOK)	SGD 300		SIN/CAN/SIN (GUANGZHOU)	SGD 600
	SIN/HAN/SIN (HANOI)	SGD 450		SIN/XMN/SIN (XIAMEN)	SGD 700
	SIN/SGN/SIN (HCM)	SGD 300		SIN/Tokyo/SIN (JAPAN)	SGD 900
	SIN/MNL/SIN (MANILA)	SGD 400		SIN/Fukuoka/SIN (JAPAN)	SGD 1,200
	SIN/MAA/SIN (CHENNAI)	SGD 500		SIN/TAIPEI/SIN (TAIWAN)	SGD 450
	SIN/ICN/SIN (SEOUL)	SGD 900		SIN/PNH/SIN (PHNOM PENH)	SGD350
	SIN/PVG/SIN (SHANGHAI)	SGD 1,100		SIN/SAI/SIN (SIEM REAP)	SGD560
	SIN/HK/SIN (HONG KONG)	SGD 500			
	India Outbound	CHENNAI/SIN/CHENNAI		INR 22,000	India Outbound
CHENNAI/DELHI/CHENNAI		INR 15,000	MUMBAI/BENGALURU/MUMBAI	INR 10,000	
CHENNAI/CALCUTTA/CHENNAI		INR 15,000	DELHI/CHENNAI/DELHI	INR 15,000	
CHENNAI/MUMBAI/CHENNAI		INR 10,000	DELHI/MUMBAI/DELHI	INR 10,000	
BENGALURU/SINBENGALURU		INR 22,000	DELHI/CALCUTTA/DELHI	INR 10,000	
BENGALURU/CHENNAI/BENGALURU		Road	DELHI/BENGALURU/DELHI	INR 14,000	
BENGALURU/DELHI/BENGALURU		INR 14,000	CALCUTTA/CHENNAI/CALCUTTA	INR 15,000	
BENGALURU/CALCUTTA/BENGALURU		INR 14,000	CALCUTTA/DELHI/CALCUTTA	INR 10,000	
BENGALURU/MUMBAI/BENGALURU		INR 10,000	CALCUTTA/MUMBAI/CALCUTTA	INR 10,000	
MUMBAI/CHENNAI/MUMBAI		INR 10,000	CALCUTTA/BENGALURU/CALCUTTA	INR 14,000	
MUMBAI/DELHI/MUMBAI		INR 10,000			
Malaysia Outbound		KL/SIN/KL	MYR 400	Thailand Outbound	
	PEN/SIN/PEN	MYR 400	Korea Outbound	ICN/SIN/ICN	KRW 1,000,000
	KL/PEN/KL	MYR 250	Japan Outbound	TKY/SIN/TKY	YEN 95,000
	PEN/KL/PEN	MYR 250		Fukuoka/SIN/Fukuoka	YEN 140,000
Indonesia Outbound	JKT/SIN/JKT	IDR 3,000,000	Philippines Outbound	MNL/SIN/MNL	PESO 18,300
Vietnam Outbound	SGN/SIN/SGN	DONG 5,000,000	Cambodia Outbound	PHNOM PENH/SIN/PHNOM PENH	KHR1,000,000
	HAN/SIN/HAN	DONG 6,000,000		SIEM REAP/SIN/SIEM REAP	KHR3,500,000
Taiwan Outbound	Taipei/SIN/Taipei	TW\$ 11,000			