



## Guidelines Related to Overseas Travel Expenditures

### Purpose

These guidelines apply to all employee who incurs extra expenses owing to travel for company's business.

### Scope

These Guidelines apply to all kind employees of Borneo Technical (Thailand) Limited and for those who sent as an expatriates for conducting the business related with the company including those who come to attend the training, conference of seminar by approval from Managing Director or President.

### Definition

"Employees" means all employees hired by Borneo Technical (Thailand) Limited, including employees dispatched to work at the Company (Expatriate).

### Content

#### **Category of Travelling**

##### **1. Overseas travelling**

- 1.1 Lodging expenses shall be paid by the actual expenses (room, tax and service charge only) with reasonable rates.
- 1.2 Exchange rates for reimbursement will be used the evidence from commercial bank or exchange shop rate of prior departure date. When employee returns back to Thailand, the evidence loss on exchange can reimburse from company. In case does not having evidence from bank or shop, the rate will be used prior date of departure from Bank of Thailand, if the departing date is a holiday, the last working date before departing shall be used. In cases where conversion to the local currency was made from US\$, the exchange rate shall be that of the day which the US\$ were exchanged to the local currency and conversion to Thai baht shall be calculated accordingly.
- 1.3 The air ticket class shall be used Economy class except any consideration shall be made by Managing Director and President.
- 1.4 Travel Insurance - Employees will be provided with the terms & conditions any consideration shall be made by Section Manager and Managing Director.

**2. Passport fee** shall be subsidized by the company.

**3. Transportation fee between working place or residence to the airport** shall be paid by with reasonable rates.

Remark In case of problems arise, Managing Director or President will be the person to consider appropriately.

### In the Event of Doubt

Any doubts as to interpretation and/or application of these Guidelines, and any matters not specified herein, shall be settled by Human Resource & Administration Department.

### Enforcement

These Guidelines shall be effective from January 2<sup>nd</sup>, 2020.

For your acknowledgment and practice.

(Mr. Ratta Urusopone)  
Managing Director