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Travel Reimbursement

1. Purpose

It describes the nature of agreement and the effective rights and responsibilities of Gas & Oil Pakistan Ltd. (GO) and the employee, when the employee is required to travel (within city / intercity) for GO.

2. Scope

This policy applies to all employees of GO when they are authorized by HOD/Supervisor/Management for the travel as defined in the policy.

3. Policy

This policy is designed to assist employees in travelling (within / intercity), reporting and claiming reimbursement for expenses incurred while conducting business activities.

GO expects employees to act responsibly and professionally when incurring and submitting GO will reimburse employees for reasonable expenses on travel fares, accommodations and meals.

4. Authorization of Travel

Intercity travel on GO business must have prior approval on a "Travel Requisition Form" (APPENDIX # 9) by their respective Line Manager / Supervisor. Travel within city requires Expense Claim Form (APPENDIX # 10) to be approved by respective Head of Department.

5. General Guidelines

- Understand and comply with GO's Travel Policy to ensure reimbursement for business-related travel expenses;



- b) GO management will not reimburse travelers for expenses incurred outside of this policy;
- c) Accurately documented and filled Expense Claim Form (APPENDIX # 10), with appropriate receipts when required, and submission in a timely manner;
- d) Conduct GO business with integrity, in compliance with applicable laws, and in a manner that excludes considerations of personal advantage;
- e) Exercise good judgment and travel on GO's business in a cost efficient manner;
- f) Safeguard GO information and assets while travelling;

6. Reimbursable Expenses

The following types of expenses, if incurred in compliance with GO's travel policy may be submitted for reimbursement with receipts:

- a) Air travel/ticket, Airport Taxes, Baggage Handling;
- b) Public transportation (railroad / bus), business use of personal vehicle;
- c) Related Tolls and Parking Ticket;
- d) Business Entertainment;
- e) Copy Services, Fax Charges (for business purposes);
- f) Hotel Accommodations (intercity);
- g) Meals(intercity);

7. Non-Reimbursable Expenses

Purely personal expenses while travelling are not reimbursable. The following is a partial list of items that are considered non-reimbursable:

- a) In case of within city assignments only travel expense will be reimbursed;
- b) Fines for traffic violations while on GO business;
- c) Loss of personal property while on GO business;
- d) Loss of cash advance or personal funds;

8. Mode of Travel

Reservations for trips requiring air travel will be made through Administration Department. All airline tickets must be booked at the lowest available airfare on Economy Class. Air tickets will only be issued after CEO's approval on the "Travel Requisition Form" (APPENDIX # 9). When Airline tickets are issued, Admin Department will advise the cost of such ticket to Finance & Account Department to be



charged to the account of the respective employee, which will be adjusted on submission of duly approved Expense Claim Form (APPENDIX # 10).

9. Other Transportation (Personal Car/Motor Bike)

Employees may utilize their personal cars/motorbikes for business travel (intercity/between cities). The use of personal car/bike for business will be reimbursed in proportion to the distance travelled at the rate as decided by GO from time to time. If two or more employees are traveling to the same location, it is recommended that the employees share a ride.

Employees (excluding those who have been provided with GO maintained car) for authorized business trips within employment base or city at which the employee is on assignment will be reimbursed as follows;

- | | |
|---|---------------|
| a) For Own Car Intercity (between cities): | Rs. 10 per km |
| b) For Own Car (within city): | Rs.14 per km |
| For Taxi (Outstation travel e.g. airport pick/drop Lhr – Khi) | At Actual |
| c) For motor Bike/Rickshaw (only within city) | Rs. 4 per km |

10. Within City

Within city will be a location/place/destination of travel which is within 35km radius of your employment base.

11. Overnight Stay in Hotels (Outstation Travel)

When travelling on business trip (Outstation), employees are required to stay in a hotel as the entitlement (10.14). The HR & Admin Department (HR & A) will make arrangement to negotiate corporate discounts with hotels/guest-houses and obtain the approval of the Chief Executive Officer/Director for all travel related activities.

GO will only reimburse for overnight stay if it is required due to a business meeting, or inevitable stopover.

Reimbursement beyond the amount provided will be made to staff only if actual receipts are attached and subject to the approval of the line manager to justify the additional expenditure along with approval of the CEO.



12. Reimbursement Procedure

- a) Employees shall submit their "Expense Claim Form" (APPENDIX # 10) for reimbursement to their respective line managers;
 - i) Non-Management Staff (within city) – For claiming conveyance allowance the form (APPENDIX # 13) shall be filled and submitted on a weekly basis to their immediate boss & reimbursement will be done by the Finance Department after approval from the approving authority;
 - ii) Management Staff (within city) – For claiming conveyance allowance the form (APPENDIX # 13) shall be filled and submitted on a monthly basis to the respective HOD/supervisor & reimbursement will be done by the Finance Department in Lahore after approval from the approving authority;
 - iii) For Outstation (Management/ Non-Management) the claim will be submitted on completion of respective assignment/tour.
- b) Employees based in locations other than the Head Office, the form shall be submitted to their immediate Managers/supervisors & reimbursed through petty cash after approval from the approving authority;
- c) Employees who are travelling on GO assigned vehicles shall maintain "Vehicle Logging Sheet" (APPENDIX # 11) for their travel activities and shall submit it along-with the Expense Claim Form (APPENDIX # 10) for reimbursement. Line Manager(s) shall be responsible to verify and approve the official mileage claim;
- d) Line Manger(s) shall approve the expense after reviewing the claim in accordance with the guidelines and maximum limits as provided in the policy as issued and amended from time to time by GO;
- e) All necessary receipts/bills and supporting documents must be attached with the Form;
- f) The duly reviewed and approved Form shall be submitted to HR who shall forward the same to CEO/Director(s) for approval;
- g) The approved Form shall be submitted to Finance & Accounts Department for disbursement of claims within 3 days from the date of receipt and a copy will be maintained by the HR Department;



13. General Guidelines while Travelling on Gas & Oil Pakistan Ltd. (GO) Business

- a) Employees must promptly report all accidents involving personal vehicles used for GO business and GO owned/leased vehicles regardless of use (personal or business);
- b) These reports must be submitted to Line Manager and Administration Department;
- c) In case of rented vehicles, employee must immediately report accidents to GO Management and the vehicle rental company;
- d) Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Gas & Oil Pakistan Ltd.

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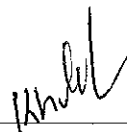
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14. Travel Entitlement

| Designation | Air Travel | Rail/Road | Domestic Travel | | | | International Travel | | | |
|----------------------------|------------|-----------|-------------------------------|--------------------------|-------------|-------------------------|---|--------------------------|------------|--------------|
| | | | Company Arranged Stay | | Own Stay | | Company Arranged Stay | | Own Stay | |
| | | | Night Stay | Meal Per Day | Night Stay | Meal Per Day | Hotel Night Stay | Meal/Day | Night Stay | Meal Per Day |
| CEO | Economy | Actual | 5 Star Hotel; Standard Room | Actual up to Rs. 7,000/- | Rs. 5000/- | Actual Upto Rs. 3,000/- | 4-5 (upto USD 300 per night) standard room | At actual up to \$ 100/- | \$100 | \$100 |
| C-Level Positions | Economy | Actual | 5 Star Hotel; Standard Room | Actual up to Rs. 5,000/- | Rs. 3,000/- | Actual Upto Rs. 2,000/- | 4-5 (upto USD 250 per night) standard room | At actual up to \$100 | \$75 | \$75 |
| G.M | Economy | Actual | 4-5 Star Hotel; Standard Room | Actual up to Rs. 4,000/- | Rs. 3,000/- | Rs. 2,000/- | 4-5 Star (upto USD 250 per night) standard room | Actual up to \$ 75 | \$75 | \$75 |
| DGM | Economy | Actual | 4- star hotel; standard room | Actual up to Rs. 3,500/- | Rs. 2,000/- | Rs. 1,500/- | 3-4 star (upto USD 200 per night) standard room | Actual up to \$50 | \$50 | \$50 |
| Sr. Manager/ Manager | Economy | AC/ Coach | 3-star hotel; standard room | Actual up to Rs. 3,000/- | Rs. 1,500/- | Rs. 1,000/- | 3-4 star (upto USD 200 per night) standard room | Actual up to \$50 | \$50 | \$50 |
| Assistant Manager / Others | NA | AC/ Coach | 2- star hotel; standard room | Actual up to Rs. 2,000/- | Rs. 1,500/- | Rs. 1,000/- | | | | |
| Non-Management | NA | AC/ Coach | 1- Star hotel standard room | Actual upto Rs. 1,000 | 500 | 500 | | | | |

Note: Receipts for hotel stay and meals are required for company arranged stay. For own stay no receipts are required.


 Chairman & CEO
 Khalid Riaz

Gas & Oil Pakistan Ltd.

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