	Travel and Allowance Policies and Procedures		Document Number: 2P-SS-05.04
	Department: Human Resources	Effective Date: August 2, 2024	Revision No 1

Scope

This policy covers all probationary and regular officers and employees of F2 Logistics Philippines, Inc. and F2 Global Logistics Inc. who are on official business.

Ownership

The Human Resource (HR) Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.


Policies

1. For official domestic travel, employees shall have to fill-up an Official Business (OB) form at least two (2) weeks prior to scheduled departure.
2. All travels must be approved by the Strategic Business Unit (SBU) heads and/or **Chairman, President & CEO.**
3. No choice of airline to fly: the company shall decide on the airline on the basis of “Lowest Logical fare”.
4. Employees traveling together are encouraged, when appropriate to share lodging accommodation.

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Accommodation and Meal Allowance:

- The entitlement for hotel accommodation and meal allowance as applicable in different areas per employee level:

POSITION	MEALS	ACCOMODATION	
		MANILA	VisMin Ports
Officers	ACTUAL	3,000	2,500
Managers (Team Leaders)	150/meal or 450/day	2,000	1,800
Supervisor (Unit Leader)	150/meal or 450/day	1,800	1,500
Staff (Team Member)	100/meal or 300/day	1,500	1,300

- If free accommodation and meals are provided, the employee will not be entitled to the accommodation and meal allowance.
- Liquidation of expenses shall be made within 72 hours from the date of **return**.

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