Scope

This policy covers all probationary and regular employees of F2 Logistics Philippines, Inc. and F2 Global Logistics Inc. who are on official business trip with the use of the company and/or personal vehicle.

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.

Procedures / Guidelines

F2 Logistics will reimburse its employees approved rate per kilometer available when company and/or personal vehicle is used for a business trip.

Employee must document business miles using a travel log to determine the total mileage for the trip less normal   commute to and from work. The business mileage rate covers all costs of operating the vehicle including gasoline, oil, and toll fees.

Business mileage does not include the normal commute to and from work. When business travel originates from home, subtract normal commute from the total kilometers associated with the trip. Cost of commute to the place of business or employment are personal expenses and cannot be reimbursed for commuting expense even if you work during the commuting trip.

DDC: *Please refer to printed files for signatures of approvers.*

The standard mileage reimbursement rate for official business miles driven is 8 kilometers per liter multiplied by the current fuel rate.

RESPONSIBILITY

The employee is responsible for reading, understanding and complying with the policy

The HR Services is responsible in ensuing that this document is necessary and it reflects actual practice

The Human Resources Department is also responsible in revising this policy when appropriate.