

## Objective

To provide guidelines for domestic travel, accommodation and other related expenses incurred during business travel within the Philippines.

## Scope

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

## Policy

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 Chief Operating Officer (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.

## 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

- Liquidation of expenses shall be made within 72 hours from the date of intended usage.

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