

3. Travel & Lodge	
3.1. Travel	
Owner	People & Organization
Approved By	CPO, CFO, CEO
Version 1.0	01/04/2017
Version 2.0	01/06/2017
Version 3.0	18/09/2017
Version 4.0	01/02/2018
Version 5.0	01/11/2018
Version 6.0	01/03/2019
Version 7.0	01/11/2019

3.1. Travel and Lodge Policy

Features

3.1.1. Domestic Travel

- 3.1.1.1. You can avail travel upon approval of the travel request by your HOD (direct report to CXO) at least 1 working day prior to your date of travel. Admin team will manage all necessary arrangements as per the approved request once the travel is logged in on TRIPS.
- 3.1.1.2. Your TAF will go through your Line Manager to your HOD (Direct Report of CXO) for approval
- 3.1.1.3. In case you are entitled to a role based Car Maintenance Allowance (CMA), you will be facilitated for travel beyond your respective region as per approved travel request.
- 3.1.1.4. For a comfortable stay during your business travel, you will be provided with a standard room in panel hotels. In case of non-availability, the room will be upgraded.
- 3.1.1.5. In case your business need requires you to travel to rough terrains, the company-provided 4X4 vehicles shall be made available to you by admin. These vehicles will be made available at all major locations (Islamabad, Lahore, Karachi, Multan and Peshawar).
- 3.1.1.6. Whenever business requires you to travel within a city, same will be facilitated through careem.
- 3.1.1.7. For the duration of your business stay, allowances (Per Diem including daily meals and taxi expense) as per below details apply:

Domestic Travel Allowances	Amount
Per Diem with same day trip till 11:59PM	PKR 1500
Per Diem with stay overnight	PKR 3000 per night
Self-Stay Allowance (Inclusive of Per Diem)	PKR 7500 per night
Use of Personal vehicle for business travel	PKR 14 per KM (Inclusive of Toll Tax)
TAF Approver	CEO-2 (Direct Report of CXO)

3.1.1.8. Domestic TAFs of CEO, CEO-1 and CEO-2 will be self-approved in the system.

3.1.1.9. Minimum distance requirement to raise domestic TAF: 80km

3.1.2. International Travel

- 3.1.2.1. In order to accommodate visa processing, competitive ticket pricing and better booking options, people are encouraged to apply for an International TAF 21 days prior to intended date of travel.
- 3.1.2.2. For a comfortable stay during your international travel, you will be provided with a standard room with breakfast arrangement. In case of non-availability, the room will be upgraded.

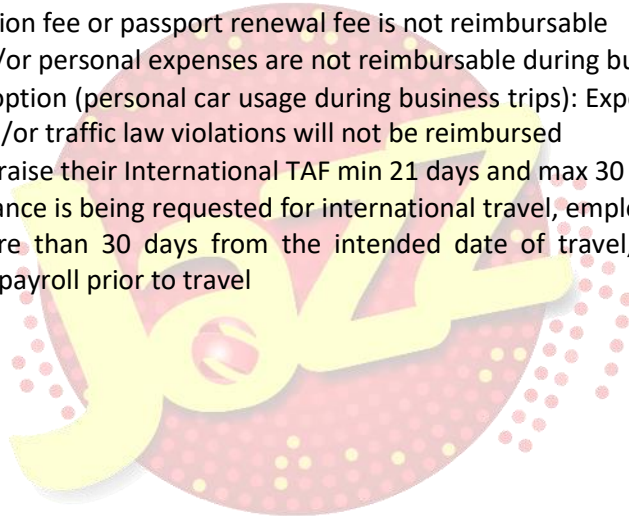
- 3.1.2.3. Breakfast facility (complimentary breakfast) if not available at hotels, can be claimed separately on actual capped at **USD 40**.
 - 3.1.2.4. In order to cater to your travel requirements, you are entitled to a defined Daily Allowance of **USD 100 per day** which includes all expenses
 - 3.1.2.5. Employees can claim City Tax charged by Hotel by attaching the receipts in their claims. It will be reimbursed as actual and is not part of the daily allowance of USD 100.
 - 3.1.2.6. Self-paid travel & hotel stay, under exceptional circumstances, arranged during international business trips, will be reimbursed after furnishing an approval from respective CXO and approved TAF. Hotel room reimbursed in such cases would be standard room
 - 3.1.2.7. Visa fee paid by employees for business travel will be reimbursed as actual, claimed through Jazz People App.
 - 3.1.2.8. International TAFs of HoDs (CEO-2) and tiers below will be approved by respective CXO
 - 3.1.2.9. International TAFs of CXOs (CEO-1) are approved by CEO and that of CEO are approved by CFO
 - 3.1.2.10. Team lunches/dinners (for entertainment) during international travel can be claimed through expense claim on Jazz People App on actual with a capping of **USD 40** per head. In case the expense amount exceeds the allowed limit of USD 40, CXO's approval would be required and attached alongwith the receipt while claiming on Jazz People App.
- 3.1.3. **Exception Clause:** Any unplanned/unforeseen expense for business purpose, not listed in policy will require approval by respective CXO (with reference to reason for exception/not following SCM process)

International Travel Allowances	Details
Per Diem (which includes all expenses)	USD 100
Self-Stay	Not Applicable
Breakfast if not included in room rent	USD 40 (on actual)
Entertainment	USD 40 (on actual) (CXO's approval required)
Visa Fee	As actual
City Tax	As actual
Passport Fee / Renewal	Not Applicable
TAF Approver	CXO
Exception approver	CXO

Useful Notes

- Minimum approval threshold for domestic TAF is grade L4 or in some cases L3 only where he/she is direct report to the CXO. Same rule applies on first level approval in case of international travel before final approval sorted from the CXO.
- In case line manager and HOD are different, TAF to be approved by line manager first before final approval from the HOD.
- TAF would be self-approved for HODs (direct report to CXOs) and CXOs in case of domestic travel.
- In case of domestic business travel, if your business stay spans more than 15 days, it must be supported with an approval of respective CXO.

- Medical and Life insurance policy (provided to all Jazz employees) is applicable during domestic/international business travels as per the coverage.
- Your domestic and international travel will be facilitated through Admin help desk as per the flight class options. Details are available in your individual benefits at people hub.
- In case of domestic travel, your applicable allowances will be transferred directly into your salary account upon confirmation of the travel in TRIPS/Jazz People. An alert will be shared with you and your manager as per your travel confirmation. Based on this confirmation, claim will be directed to Account Payable Team for processing.
- In case of International Travel, the equivalent amount of Daily Allowance will be transferred in advance and settlement will be shared with you in your salary account upon return and confirmation of travel in TRIPS/Jazz People. An alert will be shared with you and your manager as per your travel confirmation.
- No Protocol Services for departure & arrival facilitation at airport will be provided to any employee (Group or Local)
- You can manage laundry as per the services provided by your accommodation/hotel on self-pay basis.
- Passport application fee or passport renewal fee is not reimbursable
- Entertainment &/or personal expenses are not reimbursable during business trips
- Domestic travel option (personal car usage during business trips): Expenses incurred on repair & maintenance and/or traffic law violations will not be reimbursed
- Employees must raise their International TAF min 21 days and max 30 days before travel date
- When travel advance is being requested for international travel, employees are required to raise the TAF not more than 30 days from the intended date of travel, to avoid any premature deductions from payroll prior to travel



(Individual Entitlements – For Sign off & Back End Record)

Domestic Travel

- *All economy flight options at every grade level*

International Travel

- *L4 and Below: All economy flight options*
- *L5 and Above: Business flight in case flight in greater than 05 hours or if the flight is between 12AM – 6AM*

