

**Business Travel Policy**

1. **General guidelines**

This policy is designed to provide guideline for expense and cost of mission for BAKERY 168 employees to serve the interests of BAKERY 168. This policy is for the purpose of executing the following key points:

* To ensure that all staff understands clearly about the mission that serves the interests of BAKERY 168.
* To ensure that the expense and travel costs requested by all staff are transparent.
* To provide staff with fair amount of money to travel during their mission to serve BAKERY 168.

1. **Responsibility**

* Head of Department who approve and sign on the business travel request has to review the expense report after the mission to avoid irregularities.
* All BAKERY 168 employees must abide by this policy.
* This policy applies only to all costs related to the travel expenses in the framework that serves the interests of BAKERY 168.

1. **Procedures in requesting and report travel expense**

* Before traveling, employees need to fill Travel Request Form and to be signed by Head of Department, attach with travel plans including target date, purpose of the travel and destination of the trip.
* For maximum savings on airfares, this form should always be completed at least 15 days in advance unless an emergency trip is required.
* Employees can apply for cash advance by completing Advance Voucher Form with the approval of the Head of Department.
* To receive cash advance, all relevant documents must be sent to the accountant no more than two (02) days, unless necessary, need to be approved by the Executive Director.
* After returning from the mission, employee must bring expense report with the relevant receipts. Employees who do not comply with this policy, any expense related to the mission will be postponed or will not be paid by the BAKERY 168.

1. **Expense Guideline**
   1. **Domestic Travel:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Accommodation per Night** | **Per Diem per Day** | **Transportation per trip** | **By Air** |
| Executive Director | $40.00 | $25.00 | $20.00 | Economy |
| Manager/Senior Officer | $30.00 | $20.00 | $20.00 | Economy |
| Officer/Assistant | $20.00 | $15.00 | $20.00 | Economy |

* **Accommodation per Night​** refers to only the payment for accommodation purpose only such as staying in Hotel, Guesthouse, or in an official accommodation service. Staying in friend’s or relative’s house during the mission is not considered except there is approval.
* **Per Diem per Day** refers to any expenses for daily meal.
* **Transportation per Trip** refers to gasoline/diesel or taxi expense for mission purpose.
* **By Air** refers to air ticket only.
* The above rate is in the table maximum rate, which means that the actual cost of operation must not exceed the limit, unless there are special cases approved by the Executive Director.
* Additional USD 10 will be added for accommodation cost to Siem Reap and Sihanouk Ville Province.
* All expenses are based on actual receipts, except for Per Diem.
* Staff can stay in the same room by setting a higher standard of accommodation.
* Money for transportation will not be carried out in the case the use of BAKERY 168 Vehicle to the mission.
* For group missions, members of the team may appoint one person for cash advance in group.
* **Personal Vehicles** - An employee required to use their own automobile for business will be reimbursed at the prevailing rate at USD 0.363/Km or USD 0.584/Mile. The employee must provide VEHICLE LOG SHEET​ (provided in this template). BAKERY 168 assumes no responsibility for personal automobiles used for business. Further, any parking or speeding violation is the sole responsibility of the employee.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Accommodation per Night** | **Per Diem per Day** | **Pocket Money per day** | **By Air** |
| Executive Director | $70.00 | $35.00 | $50 | Economy |
| Manager/Senior Officer | $60.00 | $25.00 | $30 | Economy |
| Officer/Assistant | $60.00 | $25.00 | $20 | Economy |

* 1. **International Travel:**
* **Pocket Money per day** refers to oversea local transportation or other miscellaneous expense.
* The above rate is in the table maximum rate, which means that the actual cost of operation must not exceed the limit, unless there are special cases approved by the Executive Director.
* The company will arrange accommodation booking and airfares.
* All expenses are based on actual invoice, except Pocket Money.
* For departure and return day, the Per Diem can only receive half if you leave Cambodia after 12 noon or return before 12 noon.
* All overseas missions shall be accompanied by a letter of appointment appointed by the manager and approved from Executive Director.
* Staff can stay in the same room by setting a higher standard of accommodation and share cost.

1. **Non-Reimbursable Expenses**: Employees cannot claim any payment for entertainment and non-related expenses such as:

* Airline or travel lounge clubs
* Shoe shine or dry-cleaning
* Movies or personal entertainment
* Books, magazines or newspapers
* Theft or loss of personal property
* Doctor bills, prescriptions, or other medical services
* Parking tickets, traffic tickets or Car towing if illegally parked
* Health club memberships
* Baby sitter or Pet care fees
* Barbers and Hairdressers

1. **EXPENSE REPORT PREPARATION AND REIMBURSEMENT**
   1. All business travel and mission expenditures incurred by employees of the BAKERY 168 are reimbursed through the use of the EXPENSES REPORT form. Expense reports should be completed and turned in within two (2) weeks of return or incurrence of expenses. Expense report forms must be filled out and totaled completely. Use the appropriate headings and total on a daily basis. Required receipts for items charged must be attached to the report. Any questions regarding completion of the report should be directed to the employee's supervisor or the accountant.
   2. Upon completion, the expense report along with all attachments should be turned into the employee's supervisor for approval. After approval, the expense report is submitted to the accountant for processing and reimbursement. In order to expedite reimbursement, the employee should ensure that the report is completed properly, required documentation is attached, proper authorization is obtained, and any unusual items properly explained and documented. Authorized expense reports will be reimbursed by a company check or cash, normally within two or three weeks after receipt by the accounting department

**Travel Request Form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NAME** | |  | **Date** | |  | |
| **Position** | |  | **Destination** | |  | |
| Advance Required: Yes□/ No□ | | | Local □ Oversea □ | | | |
| Purpose of Travel | | | Person in charge while absent | | | |
|  | | |  | | | |
| Need to arrive at Destination by Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_ AM/PM | | | | | | |
| Need to return by Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_ AM/PM | | | | | | |
| Means of Travel:  □ Personal Vehicle □ BAKERY 168 vehicle □ Taxi/Bus □ Airline □ Other | | | | | | |
| Requested by: |  | | Endorsed by: |  | | |
| *This form has to be submitted for approval at least a week before departure for domestic trip or 2 weeks for overseas trip.* ***(Do not write below the line - for travel coordinator use only)*** | | | | | | |
| Travel Agency | |  | Contact information | | |  |
| **Departure** | | | **Return** | | | |
| Date | |  | Date |  | | |
| Times | | Departure: Arrival: | Times | Departure: Arrival: | | |
| Airline | |  | Airline |  | | |
| Flight No. | |  | Flight No. |  | | |
| Comments | |  | | | | |
| Cost  (penalties if any) | |  | Need ticket by |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Distance From Phnom Penh to Other Province** | | | **1 km = 0.621371 Mile** | |
| **N°** | **Province** | **Distance (Kilometer)** | **Distance (Mile)** | **National Road** |
| 1 | PhnomPenh - Angkor Wat | 321.00 | 199.460 | 6 |
| 2 | PhnomPenh - Bokor | 189.00 | 117.439 | 3 |
| 3 | PhnomPenh - Kirirum | 117.00 | 72.700 | 4 |
| 4 | PhnomPenh - Kampot | 148.00 | 91.963 | 3 |
| 5 | PhnomPenh - KrongKep | 174.00 | 108.119 | 3 |
| 6 | PhnomPenh - Sihanoukville | 230.00 | 142.915 | 4 |
| 7 | PhnomPenh - KampongChnang | 91.00 | 56.545 | 5 |
| 8 | PhnomPenh - Pursat | 189.00 | 117.439 | 5 |
| 9 | PhnomPenh - Battambong | 291.00 | 180.819 | 5 |
| 10 | PhnomPenh - Pailin | 371.00 | 230.529 | 5, 10 |
| 11 | PhnomPenh - BanteayMeanchey | 359.00 | 223.072 | 5 |
| 12 | PhnomPenh - SiemReap | 314.00 | 195.110 | 6 |
| 13 | PhnomPenh - KampongThom | 168.00 | 104.390 | 6 |
| 14 | PhnomPenh - KampongCham | 124.00 | 77.050 | 6, 7 |
| 15 | PhnomPenh - PreyVeng | 90.00 | 55.923 | 1 |
| 16 | PhnomPenh - SvayRieng | 122.00 | 75.807 | 1 |
| 17 | PhnomPenh - Takeo | 78.00 | 48.467 | 2 |
| 18 | PhnomPenh - Kandal | 11.00 | 6.835 | 2 |
| 19 | PhnomPenh - KampongSpeu | 48.00 | 29.826 | 4 |
| 20 | PhnomPenh - Kratie | 315.00 | 195.732 | 7, 13 |
| 21 | PhnomPenh - SteongTreng | 455.00 | 282.724 | 7, 13 |
| 22 | PhnomPenh - MondolKiri | 521.00 | 323.734 | 7, 13, 14 |
| 23 | PhnomPenh - PreahVihear | 294.00 | 182.683 | 6, 64 |
| 24 | PhnomPenh - Ratanakiri | 588.00 | 365.366 | 7, 13 |
| 25 | PhnomPenh - KohKong | 271.00 | 168.392 | 4, 48 |
| 26 | PhnomPenh - OddarMeanChey | 469.00 | 291.423 | 5 |

**Vehicle Log Sheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Destination**  **(City, Town or Area)** | **Business**  **Purpose** | **Standard**  **Distance**  **KM** | **Odometer Readings** | | |
| **Start** | **End** | **KM**  **this trip** |
| *01 Jan 20* | *Sihanuk Ville* | *Training on Cake Production* | *460* | *010000* | *010480* | *480* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL Kilometer** | | | | | | **480** |
| |  |  | | --- | --- | | Rate per Kilometer | **$0.35** | | Claim Amount | **$160** |   This box is filled for Personal Vehicle only | | | | | | |

Acknowledged by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepared by:

Checked by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_