

ERL MAINTENANCE SUPPORT SDN BHD

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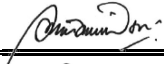








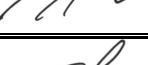



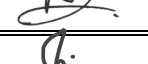




**FINANCE & ADMINISTRATION**

**BUSINESS TRAVEL PROCEDURE**

Ref. No. G00.OMB.M11715.CD.1004.A

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**Release**

<b>Released:</b>	Thomas Baake	Chief Executive Officer	09/12/2021	
<b>Checked:</b>	Suriani Farisa Md Isa	Human Resource	8.12.2021	
<b>Checked:</b>	Sukhbir Singh	Safety & Security	03.11.21	
<b>Checked:</b>	Gan Lee Hong	Procurement	08.11.2021	
<b>Checked:</b>	Raefendy Ismail	Material Management	8.11.2021	
<b>Checked:</b>	James Leonard Boudville	Operations	3.11.21	
<b>Checked:</b>	Norhandee Nordin	Drivers & Stations	03.11.2021	
<b>Checked:</b>	Omar Zakir Ibrahim	Operations - Control Centre	16.11.21	
<b>Checked:</b>	f Ham Mow Wai	Maintenance	16.11.2021	
<b>Checked:</b>	f Anthony Arokianathan Darama Rajan	Wayside	16.11.2021	
<b>Checked:</b>	Jayarajah Savarimuthu	Rolling Stock & Engineering	16.11.2021	
<b>Checked:</b>	Norazman Abu Hassan	Rolling Stock	09.11.2021	
<b>Checked:</b>	Noel Devan Sawnthara Pandian	Systems	3 Nov 2021	
<b>Checked:</b>	Abdul Halim Baharom	Infrastructure	11.11.2021	
<b>Checked:</b>	Muhamad Dzulfaqar Yusoff	Project and Engineering	9/11/2021	
<b>Checked:</b>	Muhd Azim Abdullah	CEO Office	1.11.2021	
<b>Checked:</b>	Haryati Khalil	CEO Office	01.11.2021	
<b>Checked:</b>	Nauwalah Amat Mustakim	Finance & Administration	1 Nov 2021	
<b>Author:</b>	Azriatushaida Ahmad	Finance & Administration	28/10/2021	
	<b>Name</b>	<b>Department</b>	<b>Date</b>	<b>Signature</b>

Amendments or additions to this procedure must be indicated with a vertical black line in the adjacent left margin.

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**Change Record and Configuration Control**

A	28 Oct 21	Update overall procedure to reflect current process flow Change of department to Finance & Administration from Documentation & Administration	Azriatushaida
A	3 Oct 18	Update overall procedure to reflect current organization chart and new process flow Change of department to Documentation & Administration from Material Management/ Administration	Azriatushaida
B	3 Nov 15	Overall update to reflect current process flow	Azriatushaida
A	25 Apr 12	Revised as per change in organization chart. Change partner code to OMM Additional item 4.3 Change from FAD-ADM to MMA-ADM This version supersede version G00.OMB.M11715.CD.0002.I	Azriatushaida
F- I	1 Nov 10	Change daily allowance, removal of overnight allowance, removal of training evaluation form, winter clothing claims, New mileage claim rate & claimable passport amount, Travels for Outbound Assignee, Removal of Rest Period after long distance travel, Removal of excess baggage as per CEO instruction	Mazmiha
B-E	10 Oct 05	Travel claims by personal vehicles, revised forms, revised rest period, removed unnecessary forms, include motorbike mileage claim, revised mileage claim etc.  Revised as per change in organization chart, adopting the three letter code of ADM rather than AAD. Changes as per the vertical line marked.	Mahalatchmy
D	16 May 05	Revised mileage rates and included the timeframe for advance claims.	Mahalatchmy
C	16 Jan 05	Revised rest period allocation, mileage rates and daily allowance. Removed some forms and the winter clothing subsidy. Included the motorbike mileage claim and other employee.	Mahalatchmy
B	06 Feb 04	Included travel claims by personal vehicles, revised forms to include HRD verification for EDA and training and change of departmental code to AAD.	Mahalatchmy
<b>Revision</b>	<b>Date</b>	<b>Modification</b>	<b>Name</b>

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**Planning Of Changes Reference For Revision: G00.OMB.M11715.CD.1004.A**

<b>Issues To Consider</b>	<b>Checked</b> <i>(Please mark X)</i>				<b>Remarks</b>
	YES		NO	X	
1) Are there any negative impact?	YES		NO	<b>x</b>	
2) Will the integrity of QEMS be affected?	YES		NO	<b>x</b>	
3) Resources available?	YES	<b>x</b>	NO		
4) Allocation or relocation of responsibilities and authorities required?	YES		NO	<b>x</b>	

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## 1 Purpose

The Business Travel Procedure is issued to provide guidance and control for business trips performed by E-MAS employees.

## 2 Scope & Definition

This procedure covers all trips by land, rail or air performed for business and training purposes. The flow chart (Ref. No. G00.OMB.M11715.CD.1005.\*) attached in Appendix A illustrates the process flow described in this procedure.

Definitions or Abbreviation used in this procedure are:-

ADM	Finance & Administration – Administration
CEO	Chief Executive Officer
Documentation Manual	Refer to Documentation Manual (G00.OMM.M11160.BT.1007.*)
FIN	Finance & Administration – Finance
HOD	Head of Department
OA	Outbound Assignee is defined as E-MAS employee who is assigned by the Company to provide services overseas based on agreed proposal
*	An asterisk (*) is used to refer to the latest version

## 3 Distribution

This procedure should be read by all E-MAS employee and will therefore be distributed company-wide.

## 4 Travel Requisition

Before an employee embarks upon an overnight business trip, he/she must fill in the Travel Requisition Form Appendix B (Ref. No. G00.OMB.M11715.JM.1009.\*) and obtain the approval of the relevant HOD before submission to ADM. Sufficient notice of at least one (1) week in advance must be given to ADM, unless it is an urgent request approved by the CEO.

ADM shall forward the Travel Requisition Form for FIN to make a copy for their relevant compilation.

### 4.1 Travel Related to Training

ADM will route the travel requisition to HRD for verification. Once HRD verifies, ADM will submit the Travel Requisition Form for CEO's approval after filling in the travel and costs details.

For further information on trainings, refer to HRD's Training Procedure (Ref. No. G00.OMH.M10580.SD.0006.\*) or HRD.

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## **4.2 Travel Related to External Projects/ Outbound assignee**

Employees assigned to travel for external projects or OA shall also fill the travel requisition form. ADM will route the Travel Requisition to HRD for verification.

For further information on external projects or OA refer to HRD and the respective Project Manager.

## **4.3 Leave passage**

The entitlement for leave passage and the class of air travel is based on the individual's contract of employment. ADM will route the Travel Requisition to HRD for verification.

## **5 Types of Transportation**

Travel tickets (air/land/rail), when practical, are to be provided by ADM. Only in exceptional/emergency cases, shall the employee purchase travel tickets and claim for reimbursement. For further details on travel expenses claims process, refer clause 9.

### **5.1 Air Travel**

All official air tickets must be purchased and issued by ADM from E-MAS approved travel agents. E-MAS shall not be obliged to reimburse the cost of air tickets except for exceptional / emergency cases approved by the CEO. The flight carrier and route selected by ADM will be based on the most convenient departure/arrival time, minimal transits and reasonable costs. The general baggage limit per passenger depends on the policies of the particular flight carrier.

#### **5.1.1 Class of Travel**

The class of air travel is determined as follows:

Employee level	Class of Travel
CEO	Business
All other employee	Economy

Employee may at their own expense, upgrade to another class of travel by paying the difference in ticket costs or using their frequent flyer points. Should employee wish to make personal stopovers along the business route, he/she should pay the costs difference when compared to that of a direct-route air ticket.

#### **5.1.2 Airport Tax & Surcharges**

Airport tax and surcharges, if not already included in the air ticket fare, will be reimbursed by E-MAS.

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### 5.1.3 Travel Insurance

E-MAS insurance covers all employees in view of hospitalisation, accidental bodily injury resulting in death or permanent disablement on a worldwide and 24 hours basis i.e. protection against any type of accident in the course of business or pleasure, including accidents on or off the job, in or away from the home, commuting, traveling as a passenger on any commercial scheduled airline, train, automobile or other private or public conveyance(s), subject to the terms, conditions and exceptions of the insurance policy which is in HRD's safekeeping.

Further details can be obtained from HRD's Medical, hospitalisation, Insurance and Medical Surveillance Procedure (Ref. No. G00.OMH.M11740.ZP.0001.\*).

In addition to the above, travel insurance will be purchased for overseas travel. The travel insurance covers personal accident, medical expenses, losses, travel inconveniences and emergency response for the duration of the traveling period only. ADM will make the purchase when making flight bookings. The beneficiary for this travel insurance will be E-MAS. A copy of the policy will be provided to traveler for their safekeeping.

For further information on external projects or OA refer to HRD and the respective Project Manager.

## 5.2 Land Travel

### 5.2.1 Personal Car/ Motorbike

#### 5.2.1.1 Mileage Rates

Employees who are not provided with company transport or a car maintenance/petrol allowance but are required to travel on official trips in their personal vehicle shall be eligible to claim the mileage incurred based on the following guideline. If a group is traveling to the same destination in the same vehicle, only the driver of the car shall be eligible for reimbursement.

Employees must use the ERL CRS System train service in combination with other public transportation whenever is possible and practical as their transportation means for business travel purpose. Traveler's HOD shall confirm the compliance of this matter before approving business travel claim from his/her employee. Regardless of whether the ERL CRS System train service is used, mileage claims by car or motorbike shall be based on distance from workplace to destination or from employee's home to destination, whichever is closer.

Reimbursement is based on the following:

<b>Mode of Transport</b>	<b>Claimable amount (km)</b>
<b>Travel by car</b>	30% of the current fuel price per liter at pump (RON 95)
<b>Travel by motorbike</b>	15% of the current fuel price per liter at pump (RON 95)

Note: this is cross reference to employee's respective Compensation & Benefits package



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Where the destination of company's business is serviced by airlines, and the employee chooses to travel in his/her own vehicle, he/she shall be eligible to claim mileage at the stipulated rate (and related tolls) up to the maximum limit of the costs of the relevant airfare. Refer to 5.1.1.

Notwithstanding the above, the claim shall be payable if the HOD have approved the travel by road for the following reasons:

- The employee shall be required to make stoppages along the journey to perform his/her duties;
- The employee shall be required to make additional traveling on the assignment;
- The journey shall be preceded at odd hours due to urgent work at hand;
- For justifiable reasons as deemed by traveler's HOD.

### 5.2.1.2 Toll Charges

Tolls paid while performing a business trip will be reimbursed accordingly by E-MAS. Toll has implemented to use Touch N Go system. As such, staff is required to register their card and to show the statement when claiming. Staff need to justify for any toll claims without statement. Refer to Clause 9 for travel expense claim process.

### 5.2.1.3 Parking Charges

Parking paid while performing a business trip will be reimbursed accordingly by E-MAS. Refer to Clause 9 for travel expense claim process.

### 5.2.2 Rental Car

Prior approval via email by the relevant HOD and the CEO is necessary before ADM can engage the services of a car rental company to perform business travel.

### 5.2.3 Public Transport

Traveling fares for public transports, for example, taxi, bus and rail fares, will be reimbursed by E-MAS if the purpose of the trip is justified.

All E-MAS employee may travel freely on the ERL CRS System train service for business and personal trips, no reimbursement will be made when using ERL CRS System.

For long distance rail journeys, the class of travel is determined as follows:-

Employee level	Class of Travel
CEO	First Class/ Premier or its equivalent
All other employee	Standard or its equivalent

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## 6 Meal Allowance

### 6.1 Overnight Stay

Meal allowance is payable when employee has to stay overnight at the destination of business to offset costs towards meals. Payment of meal allowance shall be made in Malaysian Ringgit (RM). Meals allowance starts on the travel day and ends upon reaching home base. The meal allowance per day is as follows:

Meal Allowance (RM)		
Malaysia	S. E. Asia	Others
60.00	100.00	250.00

The above meal allowance rates do not apply to travel related to external projects or OA, refer to clause 4.2.

### 6.2 Outstation Travels

A travel of 100km one way from employee's home base to destination or from office base to destination, whichever is closer will be considered as outstation.

For outstation travels which does not require employee to stay overnight, the meal allowance per day is as per below:

Description	Rate (RM)	Conditions
Breakfast	10.00	Journey starts before 0700hrs from home base
Lunch	20.00	Away from office base before 1200hrs to 1400hrs
Dinner	30.00	Returns to home base after 1900hrs

The above meal allowance rates do not apply for training related travels. For further information on trainings, refer to HRD's Training Procedure (Ref. No. G00.OMH.M10580.SD.0006.\*) or HRD.

## 7 Travel Advance

Traveling employee may indicate their request for travel advance in the Travel Requisition Form Appendix B (Ref. No. G00.OMB.M11715.JM.1009.\*). The requested advance is mainly calculated based on forecasted expenditure which may comprise any one or more of the following; hotel room rate (if not provided hotel voucher), transportation expenses incurred during the travel, total meal allowance and other expenses.

Approval by the HOD and CEO is necessary with the verification of FAD HOD on the form before the advance is released. All advance requests have to be made seven (7) days prior to the scheduled travel date and must be settled within one (1) month after the trip has been performed.

For further information on external projects or OA refer to HRD and the respective Project Manager.

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## 8 Accommodation

If it is necessary to stay overnight while on business, E-MAS shall arrange accommodation as follows: -

Employee level	Class type
CEO	Single deluxe
All other employee	Single standard

The accommodation selected by ADM will be based on the most convenient location and reasonable costs.

E-MAS shall only pay the hotel room charges for the official duration of the trip; all other incidentals and extension of stay shall be borne by the employee concerned. An employee on a business trip shall return to his/her home station as soon as it is practical.

If accommodation is not arranged and the employee has to stay overnight, the expenditure for hotel accommodation can be reimbursed upon the return of the traveler provided that it is properly justified with HOD approval. The employee shall ensure that the hotel room rate is reasonable.

Any extension or changes to a business trip requires the approval by the relevant HOD before the extension or changes can be made. If this is not the case, the claims will be rejected.

For further information on external projects or OA refer to HRD and the respective Project Manager.

## 9 Travel Expenses Claim Process

Travel expenses claim must be made via the Travel Expense Claim Form Appendix C (Ref. No. G00.OMB.M11715.JM.1010 .\*) within one (1) month after the business trip has been executed, complete with HOD approval. For claims submitted after one (1) month, monies payable to traveler shall be forfeited if no valid justification is received. Monies due to the Company however, shall be returned by traveler regardless of the time the claim is submitted.

Reimbursement for expenses incurred are made against original receipts only. In instances where original receipts are not obtainable from the service provider or misplaced by the claimant, the expenses need to be clearly justified with the approval of the HOD on the Travel Expense Claim Form or on an A4 size paper together with the rest of original receipts and other supporting documentations.

All claims must be submitted with the following supporting documentation to ADM:

- Duly completed Travel Expense Claim Form
- Ticket stubs and all relevant boarding passes
- Original receipts and other supporting documentations (glued on to A4 size paper)

Provided that all the supporting documentation is in place, the expense claim will be checked against this procedure, the exchange rates and for arithmetical correctness before submission to the CEO for approval. The relevant employee will be notified via email sent by company

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bank indicating that the claim has been transferred to staff account. This is as per Advance Request and Claim Management Procedure (Ref. No. G00.OMA.M11160.CD.1001.\*).

## 9.1 Mode of Reimbursement

Travel claims for official trips will be reimbursed in Malaysian Ringgit through FIN as per Advance Request and Claim Management Procedure (Ref. No. G00.OMA.M11160.CD.1001.\*). If the trip is related to training, OA and leave passage related, HRD shall also verify the claim.

## 9.2 Exchange Rate

Reimbursable costs incurred whilst on business trips shall be reimbursed according to the following exchange rate:

- If payment by cash, the exchange rate of banks or money changers with the supported receipts is used.

If payment by personal credit card, the bank exchange rate at the date the cost was incurred will be used.

In this case, the traveler has the option to submit his travel expense claim first (in compliance to clause 9, paragraph 1) and submit his/her credit card statement upon receipt to ADM to re-adjust the payable amount. Traveler shall indicate the estimated credit card statement availability in the Travel Expense Claim Form (Ref. No. G00.OMB.M11715.JM.1010.\*) for ADM follow up.

E-MAS shall only adjust the reimbursed Ringgit sum if the exchange rate used by the credit card centers and E-MAS exchange rate amount to a discrepancy of at least RM 10.00 per trip per expense claim.

- If payment by travelers cheque, the exchange rate charged by the bank is used.
- If all the above are unavailable, ADM shall then use Bank Negara's official mid-day average exchange rate for the duration that the business trip was performed.

## 10 Reimbursable Costs

### 10.1 Passport Fees / Visa

Employee who is required to travel internationally for business purposes or as Outbound Assignees shall be permitted to claim for the following:

- Passport charges – claimable if employee does not currently have a passport or if their current passport has a validity of less than seven (7) months. Passport claim amount is allowable for the shortest passport validity period only unless otherwise justified by the HOD/CEO.
- Visa charges – if applicable

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For both business trip and for Outbound Assignee, passport and visa charges are not borne by the employee. Other incidentals in obtaining the passport shall be borne by the employee.

## **10.2 Laundry Claims**

All laundry expenses incurred can be claimed against original receipts. However it is provided for official business trips exceeding three (3) days only.

For further information on external projects or OA refer to HRD and the respective Project Manager.

## **10.3 Entertainment**

Only the CEO and the HODs, identified in the E-MAS General Organisation Chart (Ref. No. G00.OMG.M11110.BB.0005.\*) are entitled to entertainment claims. Entertainment should be kept to a minimum and only when necessary. Cigarettes, mini bar and tips are not claimable.

All entertainment is subject to ERL Group Anti Bribery and Corruption policy whereby an employee shall seek clearance from her/his immediate supervisor prior to the entertainment. Employee must always disclose details such as names of persons entertained, company they are from and the purpose of the entertainment must be clearly written next to the receipt(s).

Details on entertainment please refer to Employee Handbook and ERL Group Anti Bribery and Corruption policy

## **10.4 Communications**

Communication refers to official telephone calls and official internet usage while away on business trips. Calls made via the hotel or personal hand phones must be accompanied with copies of the telephone bills and details of the persons/companies called must be indicated. Claims for calls made by phone cards are not entertained. Usage of internet shall also be justified and accompanied by copies of the necessary bills.

For further information on external projects or OA, refer to HRD and the respective Project Manager.

## **10.5 Transportation**

Travel by taxi to and from the KL International Airport (KLIA) or KLIA2 shall be on a budget service taxi.

Other traveling costs, such as taxis, buses, trams, trains, other e-hailing services etc incurred while on duty can be claimed against original receipts (refer to Clause 9). Purpose and destination must be explained.

For further information on external projects or OA refer to HRD and the respective Project Manager.

## **10.6 Winter Clothing**

Winter clothing claims are to be processed on a case-by-case basis. The request shall be made via the Travel Requisition form. Only after approval by CEO shall the purchase be

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made. Original receipt for the purchase shall be submitted to ADM together with the Travel Expense Claim form upon completion of travel. Refer to clause 9 on making claims.

## **11 Other Employee**

Industrial trainees, consultant and contractor are not on E-MAS payroll, therefore not bonded by this procedure, unless by prior approval from the CEO or as stated in their respective approved contract/Purchase Order.

## **12 Zero-Tolerance Against Bribery and Corruption (MACC Act 2019)**

ADM takes a zero-tolerance position against all forms of bribery and corruption within the department. This is in line with the Malaysian Anti-Corruption Commission Act 2009 (MACC Act 2009).

We are committed to acting professionally in all our relationships and business dealings and will continue to stand by our values of honesty and moral responsibility.

Employees are prohibited from making an offer or pay anything of value or accepting any gratification for any improper purpose whether directly or indirectly to influence any act or decision. Employees are also prohibited from asking or soliciting gifts from external parties.

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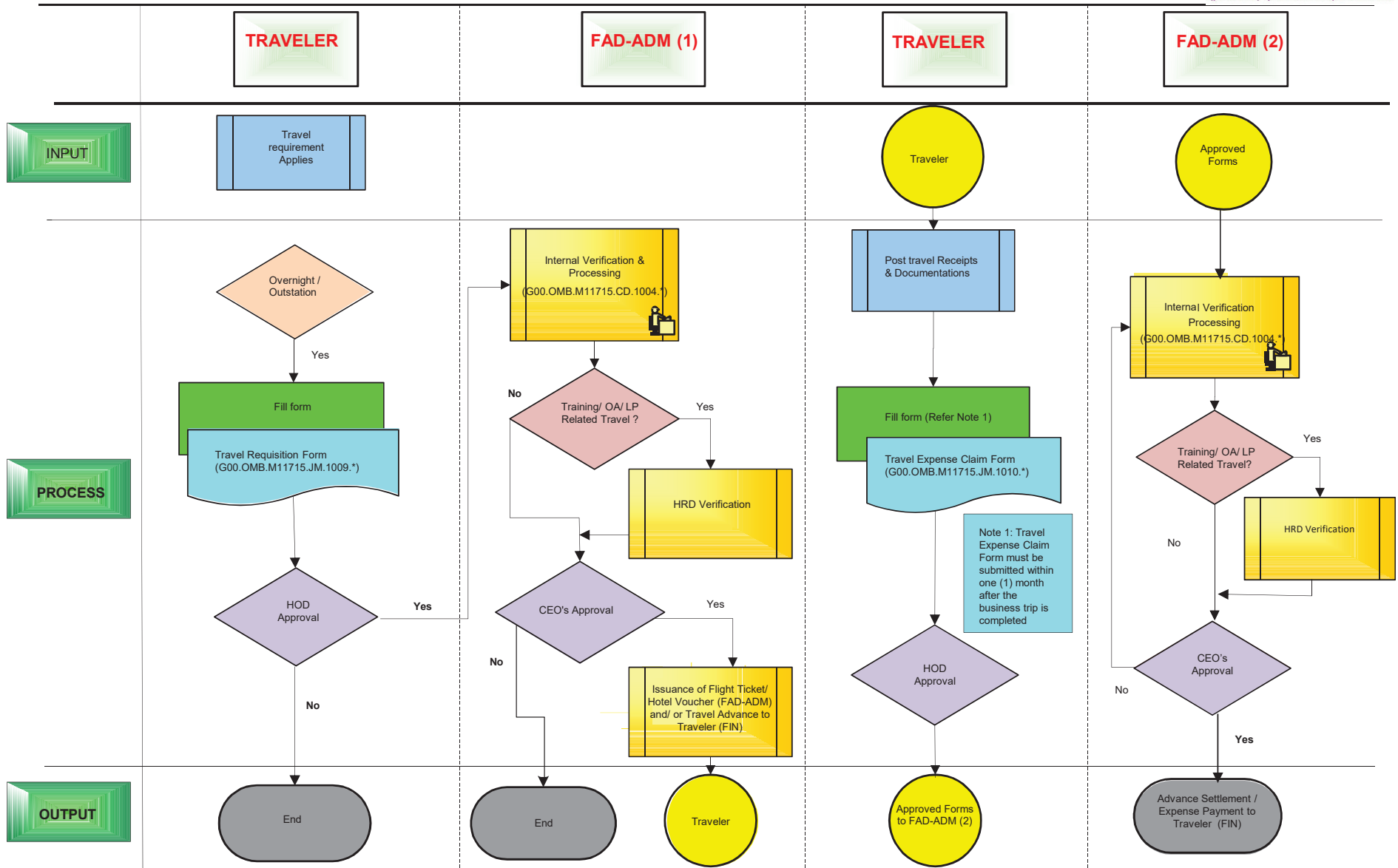
**APPENDICES****Appendix A – Flow Chart of Business Travel Procedure**

(Ref. No. : G00.OMB.M11715.CD.1005. \*)

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# Flow Chart of Business Travel Procedure

EDMS. No. G00.OMB.M11715.CD.1005.A





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**Appendix B – Travel Requisition Form**

(Ref. No. : G00.OMB.M11715.JM.1009 .\*)

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# TRAVEL REQUISITION FORM



## TRAVELLER

Employee Name:	Employee No:	Department:	Cost Center (FAD-FIN use only)
----------------	--------------	-------------	--------------------------------

## PROPOSED TRAVEL (Details to be stated clearly)

Travel Date	From	To	Purpose of Travel

Mode of Travel	<input type="checkbox"/> Air	<input type="checkbox"/> Rail	<input type="checkbox"/> Land (specify) _____
Class of Travel	<input type="checkbox"/> First	<input type="checkbox"/> Business	<input type="checkbox"/> Economy <input type="checkbox"/> Not Applicable
Type of Travel	<input type="checkbox"/> Business	<input type="checkbox"/> Training	<input type="checkbox"/> External Project/ Outbound assignee <input type="checkbox"/> Leave Passage

Special meals (specify) _____	Accommodation: Yes / No	Travel Advance: Yes / No
<input type="checkbox"/> I hereby authorized E-MAS Human Resources (HRD) to disclose my bank account details to Finance & Administration Department (FAD-FIN)		

## TRAVEL PLAN

Date	From	To	Transport no.	Class	ETD	ETA	Fare & Tax (RM)

Hotel:	Dates:	Room Rate(s):	Prepared by: (FAD-ADM)
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## TRAVEL ADVANCE

Forecasted Expenditure	Foreign Currency	Amount (RM)	Amount (RM)
Meal Allowance <input type="checkbox"/> Overnight stay (Malaysia/ SEA/others) <input type="checkbox"/> Outstation (Breakfast/ Lunch/ Dinner)			
Accommodation Cost (if not using hotel voucher)			
Transportation Costs (specify) :			
Other Expenses (specify) :			
Prepared by :	Total travel advance ( cash /cheque/online bank transfer )		

<b>BUDGET FAD-ADM/HRD use only</b>  <input type="checkbox"/> FAD-ADM <input type="checkbox"/> HRD* * Training, External Projects/ Outbound Assignee, Leave Passage	<input type="checkbox"/> Budgeted <input type="checkbox"/> Not budgeted <input type="checkbox"/> Others (specify)	FAD-ADM/HRD Signature  _____
	Remarks: _____ _____	

## SIGNATURES / APPROVALS

Application (Traveler)	Approval (HOD)	Approval (CEO)	Advance Issuance (FAD-FIN)	Advance Receipt (Traveler)	Ticket /Hotel voucher Issuance (FAD-ADM)
Date	Date	Date	Date	Date	Date

Note: Do not fill in the shaded areas

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
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**Appendix C – Travel Expense Claim Form**

(Ref. No. G00.OMB.M11715.JM.1010.\*)

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