

Dextrans Group – Global Business Travel Policy

1. General Guidelines

1.1 Purpose

This policy outlines the guidelines and procedures for business travel within the Group. It aims to promote cost-effective and operationally efficient travel, ensure employee safety, and uphold fair and consistent treatment of all employees involved in official business travels.

1.2 Scope

This policy applies to all employees within the Group who are required to travel for official business purposes. All travels are strictly for official duties and must be pre-approved.

1.3 Travel Approvals

All overseas travel must be approved in advance by both the employee's Line Manager and the Group COO/CEO. The traveller must submit a request using the **Travel Approval Application Form** prior to making any travel arrangements.

Any questions, concerns or request for exceptional approval relating to this policy must be directed to the governing authorities:

- a) Group HR Director
- b) Group COO/CEO

2. Travel Arrangements

2.1 Authorisation of Travel

All travel requires pre-approval by the employee's Line Manager, who must also obtain consent from the Group COO/CEO. Non-compliance will be documented and reported to Senior Management and may result in non-reimbursement of expenses and may lead to disciplinary action.

2.2 Personal Credit Cards

Dextrans does not issue corporate credit cards hence personal credit cards are to be used unless for certain countries especially very much under developing countries where usage of credit cards are not common. Where outlets patronize only accept cash payment, a receipt is the preferred way to make a claim. In any event, even with credit cards, please submit claims only with receipts. Claims without receipts will be subject to further scrutiny which may result in rejection if deemed unfit.

2.3 Travel advances

Travel advances are generally not permitted. All travel expenses will be on reimbursement basis upon submission of valid receipts.

2.4 Travel Reservations

All employees must book air, including rail, hotel, car hire and other travel through the most economical means and direct routes whether through an approved online platform or travel agent. As Dextrans does not allow for Business Class travel unless prior approval is obtained, reservations made through alternative suppliers that is not in line with this travel policy will not be reimbursed.

2.5 Class of Travel

Only Economy Class is permitted for all flights, regardless of flight duration.

2.6 Frequent Flyer Benefits

Travelling employees may retain frequent flyer programme benefits. However, participating in these programmes must not result in any breach of this policy and must not adversely affect the efficiency of work or increase costs to the company.

2.7 Travels during Weekends or Public Holidays

It is imperative for an employee to note that business travel denotes that travel period is restricted to the productive usage for accomplishing the prescribed task. Dextrans may approve an additional day before or a day after for further stay due to acclimatization or limited flight schedules. Anything beyond this may be rejected for any approval or claims.

2.8 Business Travel and Accompanying Persons

Business travel is undertaken strictly for official Company purposes and must not include personal or leisure activities unless expressly approved in advance.

In view of insurance coverage limitations, confidentiality obligations, professional image representation requirements, and potential liability exposures, employees are not permitted to be accompanied by non-employees during official business travel.

Company-paid travel insurance and related benefits apply solely to Dextrans employees and only in respect of approved business activities within the authorised travel period. The Company shall not assume any responsibility, liability, or insurance coverage for any accompanying non-employee.

Any diversion of flights, extensions of travel, or changes to the approved itinerary that results in additional costs is strictly prohibited unless prior written approval is obtained from Management.

Any exception to this policy must be justified in writing and approved by Management prior to the confirmation of travel arrangements.

2.9 Travel Insurance

Employees who are not covered under the group travel insurance policy will have to purchase their own travel insurance which Dextrans will reimburse for their individual coverage for the trip. Those covered under the travel insurance annual policy must ensure that the policy is active. Dextrans will not take responsibility in case of any eventualities.

Employees must report any incidents immediately to their local HR Department.

3. Hotel Policy

3.1 Hotel Stay Guidelines

Dextrans hotel policy allows an employee to stay at a 3 star or 4 star rated hotel in the city for work. Travellers are expected to stay in standard rooms in moderately priced hotels using the most economical rate wherever available. Reservations can be made either through approved online platforms or with the local Dextrans or agent office whichever is more economical. In the event that there are two (2) Dextrans employees of the same gender whose travel schedule coincide, they must make arrangement to share the room stay eg. during conferences.

3.2 Reimbursable Hotel Expenses

The following charges are allowable:

- Overnight accommodation
- Private Meeting and Dining Rooms (Client Related only)
- Hotel Business facilities (Client Related only)

3.3 Non-Reimbursable Expenses

- Alcohol
- Personal items
- In-room movies
- Personal entertainment

4. Allocation of Travel expenses incurred by HQ staff

For all HQ staff on official business travel (except for organised Dextrans-initiated group meetings), HQ will bear all international travel expenses, including airfare to and from the destination country, pre-travel requisites, and other related expenses incurred up to the point of arrival at the destination country. Thereafter, the local Dextrans office will bear all expenses incurred locally, including accommodation, meals, transport, and other incidentals during the stay.

5. Claim procedure

Claims must be submitted to the Line Manager and copied to HR Department, within seven (7) working days upon return from the trip, supported by original receipts and a duly completed **Travel Claim Form**.

Currency conversion rates should follow the company's finance policy or prevailing exchange rates on the date of expense incurred.

6. Other Useful Information

6.1 Passport and Visa Applications

Dextrans will reimburse the costs for visas, work permits and any other country entry costs provided that they have been arranged via proper approved channels. Costs for obtaining passports will not be reimbursed.

6.2 Gratuities

Reasonable and locally appropriate gratuities are reimbursable.

6.3 Telephone Expenses

Reasonable and necessary telephone expenses incurred during business travel will be reimbursed. It is imperative to note that all travellers are to exercise good judgement sense to exercise the most cost economical ways to keep international communication charges down to the minimum through digital communication tools such as Skype, Whatsapp, Wechat, Line, Microsoft Teams, etc.

Employees who fail to do so even if due to lack of informed knowledge reasons will have their claims rejected.

6.4 Meals & Incidentals

Reasonable daily expenses for meals and incidentals when travelling are reimbursable unless incurred during personal entertainment or unofficial activities.

Transport costs for official appointments and travel between the office and accommodation are reimbursable.

6.5 Traveller Security & Itinerary Reporting

Before embarking on any overseas trips, it is the duty of the employee to inform his Line Manager about his flight itinerary and flight schedules. If onward or return flights are not booked prior to travel, then such information must be provided as soon as they become available to his Line Manager.

7. Employees Travelling Together

No more than three (3) Dextrans employees, may travel on the same aircraft, of which a maximum of up to two (2) Site Managers or two (2) Senior Managers is permitted. Any parties over and above the stated policy will be dealt with on an individual basis. This policy can only be rescinded on specific case-by-case approval by the Group COO/CEO.

8. Safety and Conduct

Employees must prioritize personal safety at all times.

Deviation from the planned itinerary must be reported promptly to the Line Manager.

Employees are expected to maintain professional conduct at all times while representing the Company.

9. Exceptions

Any exceptions to this policy must be approved in writing by the Group COO/CEO.

Personal side trips, upgrade requests or accompanying persons (eg. spouse/partner) will be at the employee's own expense and must require prior approval.

10. Compliance

Failure to comply with this policy may result in non-reimbursement of expenses and may lead to disciplinary action.